

**BOARD OF INTERMEDIATE EDUCATION: A.P.: VIDYA BHAVAN: HYD:****FORM – II**

APPLICATION FOR EXTENSION OF PROVISIONAL AFFILIATION INCLUDING SANCTION OF ADDITIONAL SECTIONS FOR FOUR YEARS WITH AN OPTION TO THE MANagements FOR A PERIOD OF MINIMUM 2 YEARS/ 3 YEARS/ 4 YEARS FOR THE ACADEMIC YEAR **2013-14.**

Grant of affiliation shall be considered subject to fulfillment of the following conditions:

- a) Copy of the registered lease deed for the building and playground should be in force for the academic years for which proposals are submitted, along with the approved building plan.
- b) Corpus Fund should be in force in the form of FDR obtained from any nationalized bank to be payable jointly.
- c) Affiliation fee for original & additional sections should be paid along with inspection fee for addl. sections.
- d) Laboratories, Library cum reading room and games and sports material should be provided.
- e) Additional staff should be appointed for every additional section as per prescribed workload.
- f) No application will be entertained without payment of the prescribed inspection fee and affiliation fee.
- g) Proposals for sanction of addl. sections without providing addl. RCC accommodation will be summarily rejected.
- h) The affiliation fee will be in multiples of number of years for which affiliation is sought upto a maximum 4 years.
- i) The inspection fee for sanction of additional sections is valid for the number of years for which affiliation is applied for upto a maximum of 4 years.

**DETAILS OF COLLEGE:**(1) **Code & Name of the college**

a) Place with H.No.

b) Village / town / city / pin code

c) Mandal

d) District

e) Telephone No. (With STD Code)

f) Year of starting  
(Copy of LOI & PPPA must be enclosed)g) Provisional affiliation last extended  
(Copy of affiliation to be enclosed)h) Category of the college : Private Aided / Unaided / Co-op./ APSWR /  
APTWR / Incentivei) Name of the existing place  
with Habitation code

**(2) Name & address of the society.**

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a) Registered No. with Date

--

b) Name of the Secretary & Correspondent  
With telephone No.

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c) Whether the appointment of Secretary &  
Correspondent is approved by the D.I.E.  
(If yes, enclose copy of the order)

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d) Name of the Principal

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**(3) Corpus Fund.**

a) Year of starting of the college. \_\_\_\_\_

b) Details of corpus fund amount paid:

S.No	FDR No. & date	Amount	Bank drawn	Maturity date

(Copies of the F.D.Rs. should be enclosed)

**(4) Details of original sections sanctioned as per LOI / PP&PA and as per G.O. Ms. No. 12:**

PP&PA Order No.					Additional sections 2012-13	
Sl.No.	Original section/s	Medium	Number of sections sanctioned	Second languages	Applied	Sanctioned

**(Note: Copies of LOI / PP&PA and as per G.O. Ms. No.12 order to be enclosed)**

- a) Tuition fee collected from the student. : Rs. \_\_\_\_\_
- b) Whether the fee is collected as prescribed by the D.I.E. / Government. : YES / NO
- c) Whether an hostel is being run : YES / NO  
If so enclose a copy of the permission letter.

**(5) Details of additional sections applied & addl. accommodation provided.**

Sl.No	Section/s with combination	Medium	No. of sections	Addl. accommodation	
				Required	provided
1.					
2.					
3.					
4.					
5.					

**Note:**

5. a) Minimum accommodation required for a college : 8,000 sft. (RCC)  
 b) For one addl. science section accommodation required : 2,000 sft. (RCC)  
 c) For one addl. Arts section accommodation required : 1,200 sft. (RCC)

**(6) a) Details of total RCC accommodation provided for original and addl. sections.  
(in Sq.ft.)**

i	Principal room	
ii	Staff room	
iii	Office room	
iv	Class rooms	
v	Laboratories	
vi	Library	
vii	Games & Sports	
Viii	Girls waiting room	
ix	Computer lab	
x	Toilets	
xi	Others (specify)	
	TOTAL	

**b) Titles of Buildings.**

- i) Whether multi storied building: YES / NO
- ii) If Yes, whether the management has provided lift: YES / NO
- iii) Whether the building is owned/rented by the society for the junior college: OWNED / RENTED  
 (Registered documents showing the title of the ownership in the name of the Society / College should be enclosed)
- iv) Details of permission from Municipality/Corporation/Gram Panchayat for constructing the building as enclosed along with plan(s)?
- v. a) Total building space (Sft.) earmarked : \_\_\_\_\_  
 for the junior college as per norms  
 (in case of composite colleges)
- b) The Survey No., Door No. must be tallied : \_\_\_\_\_  
**(with Registered lease deed / Registered sale deed)**

**c) Land & Playground**

- i) Extent of land provided to the junior college by the society and place : Extent of land: Place District
- ii) Whether the land is owned by the society for the junior college? YES / NO  
(Copies of the registered documents should be enclosed)
- iii) Whether the sketch plan of the land drawn by a licensed architect giving dimensions and details of survey / patta numbers, name of the place, district certified by concerned MRO? YES / NO  
(Copy of the sketch plan should be enclosed)
- iv) Distance of the land from the college : \_\_\_\_\_kms
- v) Details of games facilities available :  
(Sports articles/material/equipment list should be enclosed)

- d)** Whether Sanitary Certificate issued by the Competent Authority is enclosed. YES / NO

**Sanitary facilities available**

Details of number of toilets : a) For boys ( )  
(Sanitary certificate from the prescribed Health Officer should be enclosed) b) For girls ( )  
c) For staff ( )

- e)** Whether structural soundness certificate enclosed YES / NO
- f)** Whether Fire Safety Certificate enclosed YES / NO
- g)** Whether Labs provided as per BIE norms YES / NO
- h)** Whether Library and Reading room provided YES / NO
- i)** Whether parking area provided YES / NO
- j)** whether the lift facility provided YES / NO

**(7)** a) Location of the college: Grampanchayat / Municipality / Municipal Corporation / GHMC.

b) Affiliation fee paid @ Rs. \_\_\_\_\_ for \_\_\_\_\_ sections

c) Inspection fee paid Rs. \_\_\_\_\_

d) Details of application fee Rs. 500/- DD No. \_\_\_\_\_ Dt: \_\_\_\_\_

e) Details of DD towards inspection fee for additional sections & affiliation fee: in favour of **the Secretary, Board of Intermediate Education, A.P., Hyderabad**  
Enclose original DD to the first copy of the filled in application and Xerox copy of the DD to another set of application

DD No.	
Date:	
Amount:	
Name of the Issuing Bank:	

## f) Inspection fee particulars:

Sl. No.	Area	Fee for general colleges	Fee for the Managements having more than 5 Jr. Colleges
A	Municipal Corporation / G.H.M.C	Rs.23,000/-	Rs. 30,000/-
B	Municipality	Rs.18,000/-	Rs. 25,000/-
C	Gram Panchayat (other than a, b above)	Rs.7,000/-	Rs. 10,000/-

## g) Affiliation fee particulars:

**Affiliation fee is to be paid for the original sections + additional sections applied:**

Sl. No	Area	Affiliation Fee per year
a	Municipal Corporation/ G.H.M.C. (General)	6,000/- per sec.
	Managements having more than 5 colleges in Municipal Corporation / G.H.M.C.	8,500/- per sec.
b	Municipality (General)	5,000/- per sec.
	Managements having more than 5 colleges in Municipality.	6,000/- per sec.
c	Gram Panchayat (other than a, b above) General	1,500/- per sec.
	Managements having more than 1 college in Grampanchayat.	2,000/- Per sec.
	Managements having more than 5 colleges in Grampanchayat.	4,000/- per sec.

**Note: No refund shall be made in any case or adjusted:**

- (8) Whether the admissions made during last year are as per the schedule given by the BIE & as per the rules of reservation : YES / NO
- (9) Other infrastructural facilities provided.
- a) **Lighting:**  
Details of lighting provided in the rooms:

b) **Air circulation**

Details of ventilation provided to the rooms with adequate air circulation:

c) **Water facilities**

Details of water facilities for usable water from overhead tank to all the labs and other rooms and toilets as per requirement:

d) **Laboratory facilities**

(i) Details of furniture provided for 24 students to work at a time in the laboratories:

(ii) Details of equipment for all the experiments pertaining to every Science subject provided:

(**Note:** Depending on the intake capacity the number of laboratories in each science subject may have to be increased taking into account man hour utilization of each laboratory)

(iii) Infrastructure (Separate list is to be enclosed):

Existing furniture & Lab equipment			Additional sections
Sl. No.	Name of the furniture item / Lab equipment	Number of items available	Whether additional infrastructure is available or to be provided if the additional sections are granted
	Total		

**Note: Room numbers and total carpet area mentioned here shall be reflected in the plan.**

(iv) Is there gas pipe line connection for Chemistry Lab : ( )

e) **Library facilities:**

i) No. of textbooks available : ( )

ii) No. of reference books available : ( )

iii) No. of books useful for competitive examination of all the subjects offered by the college available : ( )

iv) Name the monthly magazines subscribed by the college:

Science	Humanities	Commerce

v) Miscellaneous books :

vi) Amount earmarked for books per year : Rs.



- b) Are the staff (teaching & non-teaching) paid as per the approved pay scales? : YES / NO
- c) Whether reservation policy of the Government with regard to staff appointments is adhered to or not? : YES / NO
- d) Whether all the appointments are made as per the norms of BIE / Government i.e. through a proper approved selection committee? : YES / NO
- e) Whether the management has reinstated the staff members whom it has removed / suspended on receipt of order from the competent authority for such reinstatement? : YES / NO
- f) Name of the Physical Director :
- g) Name of the Librarian :
- h) Name of the Counselor / Medical Officer :
- i) Whether the management has adopted teachers' provident fund scheme for the benefit of its employees. If so, give details:

S.No.	Name of the employee	Designation	Provident Fund No.

- j) Provide a brief note on academic excellence of the teachers:



**(11) Student Enrollment:**

- a) Did the college adhere to the Govt. policy of reservation with regard to admissions? : YES / NO
- b) List of registers to be maintained by the college :
- |   |          |
|---|----------|
| 1) Sale of applications forms                                   | Yes / No |
| 2) Registration of applications (Group-wise)                    | Yes / No |
| 3) Merit list of selected candidates                            | Yes / No |
| 4) Selection lists I, II, III (Observing rules of reservations) | Yes / No |
| 5) Admission register   | Yes / No |
| 6) Attendance Registers Staff / Students (Practicals also)      | Yes / No |
| 7) Consolidated Attendance Register.                            | Yes / No |
| 8) Central Marks Register.                                      | Yes / No |
| 9) Daily fee collection Register.                               | Yes / No |
| 10) General cash book / Special fee with ledgers                | Yes / No |
| 11) Adjustment of contingent advance register of IPE Registers. | Yes / No |
| 12) Work load particulars of teaching staff                     | Yes / No |
| 13) Staff order / Staff meeting                                 | Yes / No |
| 14) Library Accession and Issue Register.                       | Yes / No |
| 15) Malpractice Register  | Yes / No |
| 16) T.C. Book   | Yes / No |
| 17) Percentage of Pass (General & Vocational) Register          | Yes / No |
| 18) Second language / Group / Medium change Register            | Yes / No |
| 19) Counseling Register   | Yes / No |
| 20) Medical Checkups  | Yes / No |

**(12) Details of Financial Resources:**

- a) What are the financial resources of the institution i.e. income of the institution other than the fee collected from students?
- b) Whether all the registers and relevant documents pertaining to financial resources are maintained as per the instructions of BIE / Government?

**(13) Academic Audit:**

Furnish academic audit reports for the last 10 years

**(14) Financial Audit:**

Did the management maintain financial records such as sanction, withdrawal & disbursement of various types of scholarships received by the college payable to the students? YES / NO

**(15) Medical check ups:**

- (a) Whether Medical check ups are conducted to the students. YES / NO
- (b) If 'Yes' utilization certificate submitted to the R.I.O., B.I.E., YES / NO
- (c) Whether Medical check ups register maintained. YES / NO

**(16)** Whether the educational agency is agreeable to abide by the rules & reservations prescribed under various provisions of A.P. Education Act 1982 for extending provisional affiliation. YES / NO

**DECLARATION**

On behalf of the educational agency of the Institution, I, \_\_\_\_\_  
 \_\_\_\_\_ S/o., D/o., W/o. \_\_\_\_\_ do hereby  
 declare that the rules and departmental orders have been fulfilled and I also declare that we  
 shall abide by the conditions, rules of recognition/affiliation and also other relevant provisions of  
 the A.P. Education Act, 1982 (Act No.1 of 1982) and the rules made there under. I also  
 declare that the particulars given above are correct to the best of my knowledge.

Station:

Signature of the Secretary &amp; Correspondent

**DECLARATION:**

We solemnly declare that the details furnished above are true and correct as per the college  
 records, and the college will not make any admissions prior to issue of affiliation order /  
 excess admission/s in view of the submission of this proposal during the academic year 2013-  
 2014 and we will not violate the Rules of admission.

Signature of the Secretary & Correspondent  
 Date & office seal

Signature of the Principal  
 Date & office seal

**ANNEXURE – A**  
**(FOR EACH STAFF MEMBER)**

1.	[Grid for Full Name]																									
2.	[Grid for Father's Name]														Passport size photograph with signature of staff member											
3.	[Grid for Date of Birth]	[Grid for Subject Taught]	4.	[Grid for Particulars of Working]																						
(enclose copy of SSC)			6. a.	[Grid for Particulars of Working]																						
5.	[Grid for Qualifications]			b.	[Grid for Particulars of Working]																					
(enclose copies of certificates)			(Mention Designation & period of working)																							
7.	[Grid for Date of Appointment]	[Grid for Date of Approval]																								
9.	[Grid for Whether appointment is approved]			8. Rs	[Grid for Remuneration Paid]																					

- |   |                           |
|---|---------------------------|
| 1. FULL NAME  | 5. QUALIFICATIONS         |
| 2. FATHER'S NAME  | 6. PARTICULARS OF WORKING |
| 3. DATE OF BIRTH  | 7. DATE OF APPOINTMENT    |
| 4. SUBJECT TAUGHT   | 8. REMUNERATION PAID      |
| 9. Whether appointment is approved by the Board, if so, date of approval: |                           |

**SIGNATURE OF THE PRINCIPAL  
(Seal)**

**FEASIBILITY REPORT OF THE THREE MEMBER COMMITTEE FOR THE ACADEMIC YEAR  
2013-14**

(To be submitted by the RIO concerned after  
inspection)

- |  |  |           |
|--|--|-----------|
|  |  | DISTRICT: |
|--|--|-----------|
1. College code / Phone No.:
- (a) Name of the college and originally sanctioned address :
- 
- (b) Whether the college is functioning at the above place or shifted to other place.
- (c) If shifted, whether orders are obtained from Govt. / BIE with G.O.No. etc.,
- (d) If it is an unauthorised shifting whether penalty is paid : YES / NO
- (e) If so, the amount paid and balance to be paid :
- 
- (f) Year of starting of college :
- (g) Whether PP & PA was extended : YES / NO

**2. Name & address of the society.**

a) Registered No. with Date

d) Name of the Secretary & Correspondent  
With telephone No.

e) Whether the appointment of Secretary & Correspondent is approved by the D.I.E.  
(If yes, enclose copy of the order)

d) Name of the Principal

**3. Corpus Fund.**

(To be verified with original FDR)

- (a) Whether FDR will be inforce & jointly for the academic year for which P.A is sought for : YES / NO
- (b) Whether FDR is with nationalized bank (pl. mention FDR No. Date of maturity Bank etc.,) : YES / NO
- |     |     |
|-----|-----|
| No. | Dt. |
|-----|-----|
- (c) Upto 4 years Rs.4.00 lakhs / 2 lakhs is inforce : YES / NO
- (d) After 4 years Rs.2.00 lakhs and Rs.1.00 lakh for girls & Tribal area is inforce. : YES / NO

**4. Details of original sections**

(a) No. of sections sanctioned (Science &amp; Arts)

(originally &amp; as per G.O.Ms.No.12) :

(i) Medium :

(ii) Second language :

(b) Provisional Affiliation was extended upto :

(c) Details of addl. sections sanctioned during 2012-13 : SCIENCE &amp; ARTS

(d) Whether records / receipt books are maintained for tuition fee :

(e) Whether tuition fee is collected as per the norms of DIE / Govt. :

(f) Whether hostel is run, if yes, whether permission is obtained. :

5. (a) Details of addl. section applied

**Details of additional sections applied & addl. accommodation provided.**

Sl.No	Section/s with combination	Medium	No. of sections	Addl. accommodation	
				Required	provided
1.					
2.					
3.					
4.					
5.					

(b) Whether addl. accommodation &amp; addl. staff is provided as per norms. : YES / NO

6. (a) Details of total RCC accommodation in sft. for original &amp; addl. section:

Sl. No.	Details	Accommodation provided (sft)	RCC (sft)	Sheds (sft)	
				Others (sft)	
i	Principal room				
ii	Staff room				
iii	Office room				
iv	Class rooms				
v	Laboratories				
vi	Computer lab				
vii	Library				
viii	Games & Sports				
ix	Girls waiting room				
x	Toilets				
xi	Others (specify)				
	TOTAL				

- b) Whether registered lease deed is available in favour of the society for the building. : YES / NO
- c) Whether building permission is obtained from competent authority. : YES / NO
- d) Extent of land provided for playground : \_\_\_\_\_km
- (i) Distance : \_\_\_\_\_km
- (ii) Whether registered lease deed is in favour of the society. : YES / NO
- (iii) Whether games and sports facilities are made available : YES / NO
- e) Whether **Sanitary Certificate** issued by the Competent Authority is enclosed. : YES / NO
- Sanitary facilities available**
- |   |   |              |   |   |
|---|---|--------------|---|---|
| Details of number of toilets (Sanitary certificate from the prescribed Health Officer should be enclosed) | : | a) For boys  | ( | ) |
|   |   | b) For girls | ( | ) |
|   |   | c) For staff | ( | ) |
- f) Whether the structural soundness certificate enclosed : YES / NO
- g) Whether **Fire Safety Certificate** enclosed : YES / NO
- h) Whether Labs provided as per BIE norms : YES / NO
- i) Whether Library and Reading room provided as per BIE norms : YES / NO
- j) Whether parking area provided : YES / NO
7. Whether affiliation fee along with inspection fee & application fee of Rs.500/- is paid as per the rates fixed by BIE. : YES / NO
8. (a) Whether admission schedule and rule of reservation is followed : YES / NO
- (b) Whether any addl. sections started without permission during 2012-13 :
- (c) Whether any excess admissions made during 2012-13 :
- (d) Any penalty to be imposed for 2012-13 :
- (e) Any charges are pending :
- (f) Any old dues are pending :
9. Whether the staff appointed are qualified and as per work load. : YES / NO
10. Whether all the infrastructural facilities provided by the management are sufficient : YES / NO
11. Whether the TMC verified all the conditions mentioned in Form-II : YES / NO
- (a) Whether to extend P.A for original sections for 2012-13 and for previous years if any. (conditionally or directly) : YES / NO
- (b) No. of addl. sections requested (Science & Arts) : \_\_\_\_\_
- (c) No. of addl. sections **recommended** (Science & Arts) (conditionally or directly) : \_\_\_\_\_

12. Instructions to be issued to the managements not to make admissions during 2013-14,

- If (a) Insufficient RCC accommodation : \_\_\_\_\_
- (b) Un-authorized shifting : \_\_\_\_\_
- (c) Any amount is due to the B.I.E. : \_\_\_\_\_
- (d) Violates any of the norms of the B.I.E. : \_\_\_\_\_
- (e) Not fulfilled the conditions of the B.I.E. : \_\_\_\_\_

Signature of the  
member  
J.L. in \_\_\_\_\_

Signature of the  
member  
Principal, GJC \_\_\_\_\_

Signature of the  
R.I.O.