

Guidelines / Conditions / Stipulations to be fulfilled by the management for starting / opening a new private unaided junior college during the academic year 2012-2013.

1. Society Registration:

The management which is sponsoring new private unaided junior college should be a Registered Society under societies Act. A copy of order of Registration of sponsoring society, constitution and authenticated by-laws, list and details of members, office bearers with valid addresses and phone / cell numbers, the duties of the respective members of the society and their powers should be submitted.

2. Application for starting of the College:

The notification for starting of new Private Un-aided Junior Colleges, table of viability of colleges, general guidelines, check lists, fees payable can be downloaded from the website of the Board of Intermediate Education, Nampally, Hyderabad (Website: www.bieap.gov.in) from 07.01.2012. Sample online application format and sample challan format can be downloaded from 18.01.2012.

3. Registration and Inspection Fee:

The managements are requested to go through all the four stages of processing the applications by scrupulously adhering to the instruction and guidelines that can be had / downloaded from the website.

Stage - I: The Managements / Educational society / Trusts can download the general instructions / sample application form / challan format from the website of the BIE. Prescribed fee for application and inspection have to be paid together as detailed in the website.

Stage - II: After paying the prescribed fees, the Managements / Society / Trusts upload their transaction id provided by Bank authorities. After a gap of 3 working days of paying fees by way of challan and entering data online they can obtain a user-id and password through e-mail if transaction id is correct.

Stage - III: Obtaining the password enables the management / society / Trust to upload the prescribed application form along with required documents as per the guidelines made available on the official website of the BIE.

The submission of application online i.e. Stage– II onwards will commence on 01.02.2012. The last date for submission of applications online is 28.02.2012. The website will freeze all online applications at 5 P.M. on 28-02-2012. No application after prescribed date will either be accepted by the BIE or by the RIO's concerned. Applications uploaded online within the prescribed date alone will be taken up for further processing.

Any application without sufficient fee, required built up area, registered lease deed of building and play ground, approved building plan, Parking area, 2 photographs of the buildings and 1 photo of Correspondent, Structural

soundness certificate, a copy of application and challan submitted to Fire Department for issue of Fire safety certificate etc. will summarily be rejected in Stage - III itself.

Stage - IV: The application form will be accepted after the BIE carries out preliminary verification. The Management / Society / Trusts should submit the hard copies of the same in duplicate along with copies of the enclosures to the concerned RIOs on prescribed dates.

No changes of building, door numbers, building plans, facilities etc. will be allowed once accepted application is downloaded from the website. All edit options will close by 28.02.2012.

Fee particulars

- | | |
|---------------------------------------------|---------------|
| a) Cost of Application form | : Rs.500/- |
| b) Inspection Fee | |
| i. Municipal Corporation / GHMC areas | : Rs.23,000/- |
| ii. Municipalities | : Rs.18,000/- |
| iii. Grampanchayats (other than i,ii above) | : Rs.7,000/- |

4. Location and situation of the College:

Proposed campus and its surroundings should provide conducive atmosphere. Proposals locating or situating the proposed college near arrack / liquor shops, residential flats, religious establishments, abandoned godowns, thatched houses, poultry sheds, fruit ripening sheds or any kind of sheds, amidst heavy business location, heavy and cumbersome floating traffic and any undesirable location which is not fit for academic purpose will be summarily rejected. The local authority has to issue NOC clearly indicating that the building is suitable for establishing a Junior College from the perspective of traffic, safety and convenience of the students.

5. Land and Playground:

The management desirous of starting private un-aided junior college should provide land for playground besides required building accommodation. A copy of the registered ownership / lease deed for 2 Acres of land in case of rural areas / 1 acre in case of 5 urban agglomerations i.e., Hyderabad, Warangal, Vijayawada, Visakhapatnam, and Guntur for atleast a period of 5 years or a tie-up with Gymnasium / School play ground / Municipal playground or other organizations as per rules etc in the name of the society / trust should be submitted.

The sketch plan of the playground location, distance from the college, survey number, extent of land, dimensions should be reflected and should be prepared by the concerned competent authority not below the rank of MRO. In case the playground happens to be away from the college, it should be within a distance of 5 km from the college building with bus facility for transportation by the management when ever required.

An agreement / lease deed / No Objection Certificate alongwith a copy of ownership title / document, photographs as an evidence for a period of 5 years from the competent should be submitted when ever there is a tie-up with a gymnasium / School play ground / Municipal ground etc. Agreement attested by the notary is not acceptable.

6. **Accommodation / Registered lease deed / Sale deed:**

Own / or lease building with a minimum plinth / built up area of 8000 sft RCC accommodation (excluding portico including balconies) should be exclusively earmarked for the proposed junior college as per the specifications of the BIE along with building plan drawn to the scale drawn by the licensed architect / competent authority mentioning the purpose for which it is utilized and duly certified by the principal of a near by Govt. Junior college should be enclosed. The building should be completed in all respects before starting the proposed college i.e., at the time of the submission of application. Buildings under construction will not be considered for starting new junior college. The accommodation to be constructed or under construction need not be shown.

- i. Registered sale deed if it is own / lease deed if it is rented building should reflect the correct address, D.No., location, survey no, exact extent, area and plinth area along with room wise dimensions are to be enclosed. Agreement attested by notary is not acceptable.
- ii. Registered ownership / or lease agreement for at least a minimum period of 5 years in support of possession of building accommodation in the name of the college and its secretary / correspondent of the society is mandatory.
- iii. Accommodation must be provided in a single building in exceptional cases or in tribal areas or in remote areas two buildings are permissible provided they are adjacent to each other.

7. **Approved Building Plan:**

- i. Building plan should reflect all the dimensions of rooms, classes, toilets, laboratories, office room, staff room, library, reading room, Principals chamber, recreation room, girls waiting room, games-sports room and other required accommodation in detail.
- ii. Building plan should be approved by the Panchayath Secretary / Executive officer in case of rural areas and Municipal Commissioner or Deputy Commissioner of Municipality or Municipal Corporation as the case may be. Building plan should also reflect the site measurements apart from room dimensions it should also reflect the Site No., D.No, location and complete address with pin code. A copy of such building plan should properly be attested by the principal of a nearby Govt. Jr.college and a copy should be enclosed. The dimensions should be given in sq.ft.
Details of the rooms are to be furnished / enclosed in the prescribed format along with the applications.

Sl.No	Address of the college building with D.No.	Room no	Dimensions (in sq.ft)	Carpet area (in sq.ft)	Purposes for which it is used.

- iii. If the private management intends to start a new junior college in the same premises where other educational institution(s) is / are being run by the same management or otherwise and if the private management intends to locate the proposed junior college in the existing educational institution by shifting it to some other place, a No objection certificate from the competent authority shall be produced for running the new junior college.
- iv. Using accommodation to run two or more institutions in one premises in shift system is not admissible under any circumstances.

8. Photographs:

The photographs of the proposed building should reflect and represent the details of the following duly attested by the principal of a near by Government Junior college after physical verification while submitting the filled in downloaded application form to RIO.

- i. Building, complete in all respects.
- ii. External, internal views of the building.
- iii. Compound wall and parking area.
- iv. Separate toilets for Girls, Boys and Staff.
- v. Class rooms with furniture.
- vi. Stair case with adequate width and railing.
- Vii. Roof of the building from inside.
- viii. Lift area.
- ix. Rooms for principal and Staff.
- X. Girls waiting room.
- Xi) Recreation room / Gymnasium.
- Xii) Electrification (with switch boards, lights, fans etc.)
- Xii) Computer labs.
- xiii) Laboratories with lab equipments & furniture.
- xiv) Library with books and furniture.
- xv) Games room and sports material.

The photographs reflecting above facilities should be submitted to the RIO which will be verified at the time of inspection. The inspection team will also be photographed with building backdrop. Photographs of the incomplete buildings need not be enclosed as incomplete building will be summarily rejected.

9. Sanitary certificate:

Sanitary certificate issued by the competent concerned authority should reflect, the sanitary facilities provided like i) availability of potable water ii)

bore well water iii) adequate number of toilets / W.C. facilities iv) other health and Hygienic requirements made available to be used by the students and staff of the college. The sanitary certificate should be issued by Medical officer working in Government / Municipality / Rural Primary Health Centres.

10. Fire safety certificate:

Fire safety certificate issued by the concerned competent authority should reflect accident proof / Fire safety facilities provided in the premises of the college building and safety of the students & staff. The width of the stair case with specific size is required in case of emergencies. Mere submission of fee paid challan to the fire department does not serve the purpose. (Please refer BIE web site for guidelines issued by the Director General of State Disaster response and fire services Department for issue of NOC for occupancy of the building for Educational buildings).

11. Structural Soundness certificate:

Structural Soundness certificate of the college building should be obtained from the concerned, competent authority. In case of rural areas the certificate should be issued by AE / AEE /DEE / EE and wherein municipalities the certificate should be issued by engineers not less than the rank of Deputy Executive engineer. This should invariably reflect the foundation and other structural safety features like big windows for proper ventilation, parapet walls of sufficient height in corridors of upper floors, stair cases, strength of the building and other engineering technicalities of the building keeping in view the safety of the students & Staff. The building should be a pucca RCC building built as prescribed by the R & B regulations.

12. Corpus Fund:

As per the existing procedure.

13. Appointment of Qualified Staff (teaching & non-teaching)

Appointment of qualified staff following the procedure prescribed by the BIE/Govt. from time to time and got the appointments approved by the RIO of the concerned district/competent authority.

14. Provident Fund & Affiliation fee

The educational agency should adopt provident fund scheme or any other scheme for the benefit of its employees as prescribed by the Govt. time to time. The management should pay affiliation fee before March as per the norms of the BIE and obtain affiliation orders before June of every year academic year.

15. All other conditions in addition to the above, which are stipulated by the BIE/Government from time to time have to be fulfilled.

16. Parking area:

The colleges located in the main Road in Urban areas should be required to provide parking area to an extent of 20% of the total built up area either in the college premises or within a distance of 100 meters there of. Sketch of

this provision made should be attested by the concerned / competent authority.

17. Toilets:

Adequate number of toilets to be provided to Boys, Girls and Staff separately with over head tank water facility.

18. Water facility:

Potable water or Bore well water facility with tap connections. Water facility with sump, overhead tank and pump drinking water facility with proper storage is essential.

19. Energy connection / Power supply / Electrification to the building:

A certificate to the effect that adequate provision for power supply with fail proof wiring / equipment such as switch Boards, lights, fans, short circuit breakers etc., be made by the competent concerned authority (to be enclosed). Three tube lights, three fans for each class room, lab, library and 2 each for other purposes respectively.

20. Furniture:

A list of furniture for class rooms, principal room, staff room, laboratories etc. adequate to the need of the students is to be enclosed.

21. Lab facility:

A list of lab equipment / Chemicals / Compounds / Material / specimen / Charts etc., adequate to the need of students is to be enclosed.

22. Library facility:

A list of text books / reference books subject wise in adequate number should be provided and enclosed.

23. Student computer facility centre:

The BIE has introduced online admissions system and Government is also sanctioning Social Welfare Scholarships through online. Hence it is essential for each college to equip itself with 5 Computers in urban areas and at least 2 computers in remote areas and Internet connection, Printer etc. These computers must be made available to the students to access online services. One of the staff members should be capable of computer data entry.

24. Extra Curricular Activities:

Extra curricular activities such as indoor games, outdoor games music, dance, quiz, yoga etc should be provided and utilized.

25. Details of the location:

A certificate indicating location (Rural / Urban / Tribal / Agency) should be enclosed.

26. Additional Sections:

If additional sections are required for every science section 2000 sft and every Arts section 1200 sft additional RCC accommodation is to be provided. This is over and above minimum 8000 Sft prescribed.

Specific instructions:

1. The username and password must be remembered utmost carefully. The details can be uploaded only with the secret password and the Applicant is responsible for all details filled in.
2. The NIC servers will lock in all data at 5 P.M. on 28-02-2012. No more changes can be made once the data is freezed. The applicants are advised to submit the details online and make corrections before 28-02-2012.
3. The details given cannot be changed once the application is freezed. No further time will be granted to any applicant to furnish required documents.
4. Application without mandatory uploads at stage III will be rejected. For eg: if the applicant is in possession of RLD registered before 28-02-2012 but did not upload it online by 28-02-2012, 5 P.M., his application will be rejected.
5. Carefully note mandatory uploads that must be submitted at stage III, i.e. by 28-02-2012.
6. Other certificates along with copies of downloaded, accepted application form have to be submitted to RIO on prescribed date.
7. It may be noted that stage IV process i.e. inspection will be carried out only in cases where all certificates / documents are submitted by specified dates.
8. It is very important to note that changing the building / RLD / Door number etc. after 28.02.2012 will not be valid. Board will not accept such changes or consider revised proposal.
9. It must be noted that additional time for filing certificates / documents will not be granted in any circumstances. Hence, the documents according to check list have to be obtained by the applicants by 28.02.2012(for mandatory certificate) and upto 05.03.2012 for other certificate. For submission of No Objection Certificate (GHMC) & Fire safety certificate, the managements can avail time upto 30.04.2012.(Unless LOI is issued it is irregular to make enrolment of students. Advertising are opening college premises before issue of LOI is illegal).
10. Producing false, fake certificates or filing false data will attract rejection of application besides criminal prosecution if necessary.

NOTE: Visit BIE website regularly for further latest information and guidelines.

SECRETARY