

9. Details of Vocational Courses already sanctioned and orders in which they were sanctioned :

Sl. No.	Name of the Voc. Course sanctioned	Year of starting	No. of students admitted	No. of students sent for IVPE	Percentage of pass	State the reasons if the voc. Courses sanctioned which are not functioning.
1	2	3	4	5	6	7

10. Details of Vocational Courses Proposed to be offered :

Sl. No.	Name of the vocational course
1	2

11. **Infrastructural facilities :**

a) **Land :**

- i) Whether registered in the name of the Society or the College (Produce copy of the Regd. Deed) :
- ii) Area proposed to be acquired with locality if any for permanent location of Institution (Produce Regd. Deed) :
- iii) Area proposed to be acquired with locality for the additional Sections :

b) **Buildings:**

- i) Plinth area of the building, No. of rooms/sheds/laboratories/work-shops with measurements : OWNED/RENTAL
Attach copy of sale/lease deed. certified by M.R.O./Local Govt. College Principal (shall be registered) :

c) **Equipment:**

Equipment needed suiting to the Syllabus :
Methods of acquiring the equipment phase wise (provide details of specifications, cost and suppliers name) :

d) **Furniture:**

List of furniture required with details and Cost :

e) **Library Books:**

- i) List of books with cost (already Purchased subject wise) related to Vocational courses :
- ii) List of additional books needed related to the proposed course(s) With details and cost :

12. Means of Finance:

Please give the details of amount required for infrastructural facilities for the proposed courses and indicate sources of meeting them (documentary evidence to be enclosed) :

13. List of collaborating institutions/Organisations in offering training and laboratory Facilities in respect of each Vocational Course(letter of consent may please be Attached with application) :

14. Staff Structure:

i) Number of qualified Vocational Course Teaching Staff proposed with qualifications :

ii) Recruitment of Staff on permanent/ part-time basis (enclose copy of appointment orders showing the scale of pay and allowances proposed to be paid) :

15. Justify the need to open this Vocational Courses and its usefulness to the surrounding community :

**16. Details of Inspection fee paid (Demand Draft) in favour of the Secretary, B.I.E, A.P., Hyderabad : Amount for each Section as shown in the booklet
D.D.No. _____
Dated _____
Name of the Bank_____**

17. Details of Vocational Courses if any offered in the nearer by/local college :

The Management/Organisation may indicate the resources available, suitability of infrastructural facilities existing/proposed, training and placement arrangements to pass outs etc., and matching to standards stipulated.

(Please attach separate sheet wherever required)

**Signature of the Secretary/
Correspondent of the Institution / Society**

Dated:

Contd..5...

UNDERTAKING

We have fully understood the conditions prescribed by the Government and the Board of Intermediate Education for opening and running the Vocational Courses at +2 Stage and we hereby undertake to fulfil all the conditions within the time limits stipulated and if such fulfillment has not been done, the proposals for opening of Vocational Courses in the College may be dropped at any stage and the affiliation/recognition sanctioned will be withdrawn. The Management undertakes to pay the salary and other emoluments to the teaching and non-teaching staff without any aid from the State Government now as well as in future.

Place: **Signature of the Secretary/
Dated: Correspondent of the Institution/Society**

DECLARATION

(For the Educational Societies intending to start unaided junior colleges in rented accommodation)

I of
..... Society hereby declare that the

Private Unaided Junior College, which is proposed to be located temporarily in a rental Building, will be shifted into our own building within five years of time after starting of the College, failing which the Provisional Affiliation & Provisional Permission (PP&PA) issued to my college will be liable for being withdrawn by the BIE without any notice.

**Signature of the Correspondent/
Secretary of the Institution/Society**

**RULES FOR OPENING OF ADDL. SECTIONS /
NEW COURSES IN THE EXISTING PRIVATE
UNAIDED JR. COLLEGES IN A.P. FOR THE
ACADEMIC YEAR 2011-2012**



BOARD OF INTERMEDIATE EDUCATION
A.P.: Vidya Bhavan, Nampally, Hyderabad – 500 001
Phone Nos. 040-24732046, 24603314, Fax: 24732101

**CONDITIONS TO BE FULFILLED BY THE PRIVATE
MANAGEMENTS FOR OPENING OF ADDITIONAL SECTIONS /
NEW COURSES IN THE EXISTING JUNIOR COLLEGES DURING
THE ACADEMIC YEAR 2011-2012**

1. Inspection fee/other fee prescribed is to be paid through a crossed Demand Draft drawn on any branch of a Nationalized Bank in favour of Secretary, B.I.E., payable at Hyderabad.

Category of Inspection fee:

- | | |
|---|---------------|
| a) For Municipal Corporation Area | - Rs.20,000/- |
| b) For Municipal Town Area | - Rs.10,000/- |
| c) For Gram Panchayats (other than A & B above) | - Rs.5,000/- |

Note:- No refund shall be made in any case

2. The proposed campus and its surroundings should provide conducive atmosphere, proposals locating Junior Colleges near arrack shops or in heavy business locations or residential flats or any other undesirable location, which is not fit for academic purposes will be summarily rejected.
3. Registered Ownership/Lease Deed for 1.00 acre of land for playground in the name of the Society/College along with a sketch plan of the land certified by the concerned M.R.O. should be submitted.
4. Colleges which are not having the required land in their own premises will be given an opportunity of identifying and making available to its students Gymnasium/Recreation and Games facility by providing separate built up space and equipments for this purpose. Alternatively similar facilities i.e., either upon playground of Gymnasium /Recreation and Games facilities are to be provide in a public place e.g., Municipal Playground or in the another educational institution by having necessary tie up arrangements with the concerned management . The said alternative facility should be provided within a distance of 5Kms of the college premises along with a bus facility for transportation of the students whenever required.
5. Registered Ownership Document/Registered Lease Deed in support of possession RCC building accommodation in the name of Society/College, in addition to the existing Administration building plinth area of 2,000 sq. ft., the management has to provide additional accommodation as prescribed in the Annexure-I
6. A copy of the approved building plan from the concerned authorities duly attested by local Principal of Government Junior College.
7. Photograph(s) of the college building and all the class rooms, laboratories certified by the Principal of nearby Govt. Jr. College.
8. A copy of the sanitary certificate issued by the competent authority.
9. Three passport size photographs of the Secretary/Correspondent.

10. A copy of fire safety certificate issued by the competent authority.
11. The colleges located in the main road in urban areas shall be required to provide parking area to an extent of 20% of the total built up area. Such parking area has to be provided either in the college premises or within a distance of 100 meters thereof.
12. The Society shall have to run the college without shift system.
13. Minimum 3 Vocational Courses in different categories should be started in the year (List of Vocational Courses in Annexure-I)
14. School Industry linkage for O.J.T. undertaking required from the Management.
15. Establishing of Production cum Training Centre is compulsory.
16. Facilities for providing Apprenticeship Training.
17. Employment opportunities in that area for Vocational Students.
18. The Managements shall choose the courses as per the local needs.

I. APPLICATION FOR OPENING OF ADDL. SECTIONS / NEW COURSES:

Application forms will be available in the website of BIE. Applications are to be downloaded from the website of the BIE and filled applications should be submitted to the concerned R.I.O. on or before 15-03-2011. The Management has to pay application fee of Rs.100/- (Rupees Hundred Only) in form of Demand Draft drawn on any Branch of Nationalized Bank in favour of Secretary, Board of Intermediate Education, Hyderabad payable at Hyderabad..

Three sets of filled in application forms complete in all respects enclosed by the following documents mentioned in item II below should be submit in the concerned R.I.O on or before 15-03-2011.

II. ENCLOSURES TO THE APPLICATION :

- 1) Demand Draft towards inspection fee (enclose Original D.D. to the filled in Original Application and Xerox copies of the D.D. to the other Two Sets of Xerox Copies of the application form).
- 2) A copy of the order of registration of sponsoring society under societies act, list of the members along with constitution and bye-laws of the Educational Society.
- 3) **A copy of registered ownership document/registered lease deed for the college building for the prescribed R.C.C. built up area.**

Note: The registered lease deed/Registered ownership document should be in the name of the society for the proposed college to be started. Besides the built up area, other details like survey No./town/boundaries etc., shall be mentioned in the document.

In case of rented building accommodation the registered lease deed showing the applicant's exclusive right of possession of the site and building for a period of five years shall be produced.

- 4) a. Copy of the approved building plan issued by the Municipality/Municipal Corporation/Gram Panchayat drawn to scale by a licensed architect and certified by Principal of a nearby Government Junior College.
- b. A copy of permission letter from the Municipality/ Municipal Corporation/Gram Panchayat authorities to construct the above building(s).
- 5) A copy of the registered ownership or registered lease document in respect of land possessed by the management for a period of five years in the name of the society for the proposed college. (Land/Playground to be provided in addition to the building. 1.00 acre of land in case of five urban areas i.e. Hyderabad, Warangal, Vijayawada, Visakhapatnam and Guntur1 and 2 acres of land in other places in the State.

Note: The place, extent of the land under possession along with details of the property shall be mentioned in the document.

- 6) Photograph(s) of the college building and of all class rooms Laboratories certified by the Principal of nearby Government Junior College.
- 7) A copy of sanitary certificate in respect of the college building issued by the competent authority.
- 8) Three passport size photographs of the Secretary/Correspondent.
- 9) A copy of fire safety certificate issued by the competent authority.
- 10) Three sets of application should be submitted to R.I.O. concerned with its enclosures.

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

III. PROCESSING OF APPLICATION :

The Board of Intermediate Education will arrange to conduct a prima-facie scrutiny of all the registered applications. Applications, which do not satisfy the prescribed conditions are liable to be rejected by B.I.E.

IV. INSPECTION BY THREE MEN COMMITTEE :

The Board of Intermediate Education shall arrange to conduct Inspection of the proposed college to examine its viability. The inspection committee shall consist of

- a. RIO., of the concerned district.
- b. One Principal of Government Junior College
- c. One Junior Lecturer pertaining to Vocational Courses as Subject Expert.

The R.I.O. shall inform the date of inspection to the educational society and shall co-ordinate the inspection and will examine the proposal with reference to G.O. Ms. No.114 HE (CE-III.2) Department, dated 09-08-2001 and B.I.E. Rules.

1. BUILDING ACCOMMODATION :

This accommodation in toto should be shown at the time of inspection. Poultry/arrack/tobacco sheds or abandoned godowns/thatched houses or any kind of sheds building under construction and such other accommodation will not be considered.

Each classroom/laboratory shall have a carpet area of 600 Sq. Ft. R.C.C. In addition to classrooms, the educational society has to provide accommodation for common facilities as stated below:

- | | | |
|---------------------------------|----------------|------------------------|
| a) Principal Room | b) Staff Room, | c) Office Room |
| d) Library | e) Games Room | f) Ladies Waiting Room |
| g) Toilets with all facilities. | | |

A minimum carpet area of 2000 Sq. ft. shall be earmarked exclusively for the above facilities in the college building.

The requirement of the Class Rooms/Other facilities to be provided as shown in
Annexure – I

	<u>Engineering & Technology Courses</u>	Sq.ft	Sq.ft	Sq.ft
01.	Construction Technology	220	600	820
02.	Water Supply & Sanitary Engineering	220	600	820
03.	Electrical Wiring & Servicing Appliances	220	600	820
04.	Rural Engineering Technician	220	600	820
05.	Automobile Engineering Technician	220	600	820
06.	Electronics Engineering Technician	220	600	820
07.	Computer Science & Engineering	220	600	820
08.	DTP & Printing Technology	220	600	820
	<u>Agriculture & Veterinary Science Courses</u>			
09.	Crop Production & Management	220	600	820
10.	Dairying	220	400	620
11.	Sericulture	220	600	820
12.	Fisheries	220	400	620
13.	Multipurpose Veterinary Assistant	220	600	820
	<u>Health & Paramedical Courses</u>			
14.	Medical Lab Technician	220	400	620
15.	Multipurpose Health Worker(Female)	220	600	820
16.	Ophthalmic Technician	220	400	620
17.	Physiotherapy	220	400	620
	<u>Home Science Courses</u>			
18.	Commercial Garment Design & Making	220	400	620
19.	Pre-School Teacher Training	220	400	620
20.	Fashion Garment Making	220	400	620
21.	Hotel Operations	220	400	620
	<u>Commerce & Business Courses</u>			
22.	Office Assistantship	220	400	620
23.	Accounts & Taxation	220	400	620
24.	Marketing and Sales Man Ship	220	400	620
25.	Banking & Financial Services	220	400	620
26.	Insurance & Marketing	220	400	620
	<u>Humanities & Others</u>			
27.	Computer Graphics & Animation	220	600	820
28.	Tourism & Travel Technique	220	600	800

Additional Accommodation

i. Common class rooms	600
ii. Principal's Room	150
iii. Staff Room	150
iv. Office Room	150
v. Girls Waiting Room	150
vi. Library and Reading Room	300

Toilets with flushing - For Boys 1, For Girls 1 For Staff 1

Water facility with sump, overhead tank and pump.

Drinking water facility with proper storage.

Lighting : 3 Tube Lights for each class room, Lab & Library, 2 for others.

Details of the rooms are to be furnished in the following proforma and it shall be enclosed to the building plan to be submitted along with the application.

Sl. No.	Building No.	Room No.	Dimensions (in Sq.ft.)	Carpet Area (in Sq.ft.)	Purpose for which it is used
Grand Total					

V. RELEVANT GOVERNMENT ORDERS FOR STARTING NEW PRIVATE JUNIOR COLLEGES :

In addition to the rules mentioned above the management's are advised to go through the rules and orders issued in the following Government Orders and also amendments issued from time to time in this regard.

1. G.O. Ms.No.29 Edn., (Rules) Dept, dated 05-02-1987
(A.P. Edn. Act – General Rules)
2. G.O.Ms. No.208 Edn, (C.E.-I-1) Dept., dated 21-08-1990
(Amendment to Corpus Fund)
3. G.O. Rt.No.1357 Edn. (UE.2) Dept, dated 30-10-2998
(Amendment to Accommodation)
4. G.O. Ms. No. 114 Edn, (CE-III.2) Department, dated 09-08-2000.
(Scheme formulated by the Government for opening New Private Junior Colleges)
5. G.O. Ms. No. 05 H.E. (C.E.I.2) Department, dated 08-01-2008

Note:

- a) The Board of Intermediate Education reserves the right to conduct surprise inspections at any time and also reserves the right to cancel permission/affiliation of the college at any stage, if it is found that the documents produced by the management's are false, interpolated and improper and the management is not able to run the college as per the norms of the Government and academic stipulations of B.I.E.
- b) The Educational Society is advised to approach the RIO/DVEO concerned to obtain necessary information, if required before applying for Additional Sections/New Courses.
- c) Last date for submission of Three sets of Applications in the O/o the concerned Regional Inspection Officer ,Board of Intermediate Education ,on or before **15-03-2011.**