

**RULES FOR ESTABLISHMENT OF
NEW PRIVATE VOCATIONAL JUNIOR COLLEGES (UN-AIDED) IN A.P
DURING THE ACADEMIC YEAR 2010-2011**



BOARD OF INTERMEDIATE EDUCATION
A.P.: Vidya Bhavan, Nampally, Hyderabad – 500 001
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GUIDE LINES FOR STARTING OF NEW VOCATIONAL JUNIOR COLLEGES DURING THE ACADEMIC YEAR 2010-2011

Details of inspection fee/other fee for different academic activities is furnished below. Application form may be downloaded from B.I.E Website.

Sl.No.	Item	Rates of fee
1.	Starting of New Vocational Private Junior Colleges	<u>Inspection Fee:</u> 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/-

Cost of Application form – Rs.500/-

**CONDITIONS TO BE FULFILLED BY THE PRIVATE
MANAGEMENTS FOR STARTING A NEW PRIVATE UNAIDED
VOCATIONAL JUNIOR COLLEGE DURING THE ACADEMIC
YEAR 2010-2011**

1. The Society, which is sponsoring a New Private Unaided Junior College during the academic Year 2010-2011, shall register their Society under Societies Act. The bylaws and membership details should be submitted.
2. 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.
 - A) Cost of Application form : Rs.500/-
 - B) 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:- Once fee paid to the current account of the Board will not be refundable nor adjustable in any case.
3. 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.
4. Registered Ownership/Lease Deed for 1.00 acre of land 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.
5. Own/Lease Building with a minimum built up area of 4000 Sq. ft. (R.C.C.) as the case may be exclusively earmarked for the proposed college as per specifications along with a building plan drawn by licensed architect and certified by the Principal of nearby Government Junior Colleges should be provided. The building and its plan should have the approval of the competent authority and its copy should be enclosed.
6. Registered Ownership Document/Registered Lease Deed in support of possession of building accommodation in the name of Society/College.
7. Approved sketch plan of the building attested by local Principal of Government Junior College or if no Govt. Junior College in existence near by Principal of Govt. Jr. College.

8. **The Society shall have to run the college without shift system.**
9. **Minimum 3 Vocational Courses in different categories should be started in the year (List of Vocational Courses in Annexure-I)**
10. **School Industry linkage for O.J.T. undertaking required from the Management.**
11. **Establishing of Production cum Training Centre is compulsory.**
12. **Facilities for providing Apprenticeship Training.**
13. **Employment opportunities in that area for Vocational Students.**
14. **The Managements shall choose the courses as per the local needs.**
15. **The Management should submit the Fire Safety Certificate from the Concerned authority.**

**CONDITIONS TO BE FULFILLED BY THE PRIVATE MANAGERMENTS FOR
SANCTION OF PRIVATE UNAIDED VOCATIONAL JUNIOR COLLEGE BY
THE B.I.E. DURING THE ACADEMIC YEAR 2010-2011.**

- I. The Expert Committee shall verify the following original documents:
1. The financial resources shall be shown in the form of Fixed Deposit Receipt (FDR) for a period of 3 years for an amount of Rs.2.00 Lakhs drawn in favour of the Regional Inspection Officer, Board of Intermediate Education, concerned and Secretary of the Society payable to all Jointly.
 2. **Registered Ownership/Registered Lease Documents in support of possession of building for the College in the name of Society.**
 3. Registered Ownership document for the required extent of land in the name of Society/College.
 4. Need of the course in that area in terms of employment wage/self.
 5. Industry linkages
 6. Feasibility for apprenticeship training
 7. Feasibility for establishing production cum training centre.
- II. The following are to be physically verified by the Expert Committee:
1. The proposed campus and its surroundings should provide conducive atmosphere. Proposals locating Junior Colleges near arrack shops or in heavy business localities or residential flats or any other undesirable location, which is not fit for academic purposes will be summarily rejected.
 2. **Building accommodation (RCC) as prescribed.**
 3. Furniture (Black Boards, writing planks, chairs etc.) for classrooms, staff room, Principal's room, waiting room etc. Some details of laboratory furniture is given below:

a) Lab Tables 6' X 4'	-	4 Nos.
b) Stools	-	20 Nos.
 4. Well equipped Laboratory.
 5. Well equipped Library.
 6. Adequate facilities for games and sports.
 7. Adequate toilet facilities/water supply.

- III. a) **Appointment of qualified staff (Teaching & Non-teaching) following the procedure prescribed by the B.I.E./Government of Andhra Pradesh from time to time and got the appointments approved by the competent authority.**
- b) **The Educational Agency shall adopt Provident Fund Scheme or any other scheme for the benefit of its employees as prescribed by the Government from time to time.**
- IV. **Payment of affiliation fee as per the norms of the B.I.E./Government.**
- V. **All other conditions in addition to the above, which are stipulated by the B.I.E./Government.**
- VI. **The Management should obtain affiliation of the college before March and obtain affiliation of the college before June month of every year.**

**RULES FOR ESTABLISHMENT OF PRIVATE UNAIDED VOCATIONAL
JUNIOR COLLEGE DURING THE ACADEMIC YEAR 2010-2011**

I. PROPOSED CAMPUS:

The proposed campus and its surroundings should provide conducive atmosphere. The Junior College proposed should not be near arrack shops or in heavy business localities or in residential flats or any other undesirable locations.

II. APPLICATION FOR STARTING THE COLLEGE :

Application forms can be download from the Website of the Board of Intermediate Education, Hyderabad. (Website:www.bieap.gov.in)

The application form can be download and pay of Rs.500/- (Rupees Five hundred only) towards application fee in the form of Demand Draft drawn on any Branch of Nationalized Bank in favor of Secretary, Board of Intermediate Education, Hyderabad payable at Hyderabad. The name and address of the applicant society has to be mentioned on the reverse of the Demand Draft.

III. REGISTRATION & INSPECTION FEE :

Sponsoring Education Societies shall register their applications by remitting the amount shown below towards 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:- Once fee paid to the current account of the Board will not be refundable nor adjustable in any case

The remittance shall be in the form of Demand Draft drawn on any branch of a Nationalized Bank in favour of Secretary, Board of Intermediate Education, Hyderabad payable at Hyderabad. The name and address of the applicant society has to be mentioned on the reverse of the Demand Draft.

Three sets of filled in application forms complete in all respects accompanied by the following documents mentioned in item IV below should reach the Secretary, Board of Intermediate Education, Andhra Pradesh, Nampally, Hyderabad-500 001 on or before 28-02-2008.

GUIDELINES FOR OPENING OF PARAMEDICAL COURSES

The Government has appointed 8 Men Committee for sanction of Para Medical Courses and they have decided in the meeting held on 11.06.2009, to follow the following guidelines for sanction of Paramedical Vocational Courses who have applied from the academic year 2009-10 onwards.

1. Every Vocational Junior College should have a minimum of 4000 Sq, ft (Outer to Outer – Plinth Area) as per BIE. Guide Lines, excluding portico but including balcony (Annexure – 1).
2. The maximum Strength allowed for each vocational Trade / Section is 40, when the Institute provides the stipulated minimum Plinth area.
3.
 - a) For each Vocational trade a minimum of two room (One as class room with 400 Sq.ft and another as laboratory cum class room with 600 Sq.ft should be provided).
 - b) Even the existing running college shall also provide / show the stipulated plinth area for opening an additional Vocational trade / Section.
 - c) An out line sketch / plan of the college depicting the overall utilization / location of various rooms with purpose for which they are utilized shall be furnished. In the plan the area proposed for the new Paramedical courses shall be clearly demarcated with separate colour.
 - d) More plinth area for class room etc., is insisted as the ceiling of maximum strength is allowed as 40 instead of 20. Hence a minimum of 10 Sq.ft area for each student is to be provided for class room area is less than the stipulated requirement, permission / affiliation shall be limited to average plinth area need per student, limiting to the maximum intake. The committee will accordingly arrive at the ceiling strength to be permitted to each course, not exceeding 40 based on the stipulations for each course.

4. **The Board of Intermediate Education, A.P., Hyderabad is requested to permit the maximum ceiling strength as 40 for each trade / section with immediate effect as was allowed in Government Junior Colleges, subject to the availability of accommodation, furniture, Lab equipment, etc., as detailed.**
5. **Sufficient Class room furniture (Desks and Benches), Table and Chair for the Lecturer, a Black Board etc., in each class shall be provide.**
6. **The Laboratories shall have 6 Lab Tables (6 ft X 4 ft size), chair and table to the Lecturer along with a Black Board in the laboratory. 45 stools shall be provided for usage of the students sitting.**
7. **The committee shall identify a suitable Hospital in the area for proper tie-up with the college, while recommending for the Paramedical trade. Instruct the institute to comply with the stipulated conditions. Without Hospital tie-up arrangements, no new Paramedical course shall be sanctioned to any Private College. The proposal for sanction of new Paramedical Vocational course shall be deferred in the concerned year until college Hospital linkage / tie-up arrangements are possible. For the present the Hospital to be tied-up is from Government sector only, until the Medical and Health department approve / recognize private Hospital / nursing homes also for imparting the training required by the students of various course.**
8. **The college shall provide stipulated Lab equipment for each course as prescribed by the BIE, A.P., Hyderabad. The details of machinery and equipment to be provided for each course can be downloaded from www.bieap.gov.in. The college also must appoint qualified staff as per BIE norms.**

IV. ENCLOSURES TO THE APPLICATION :

- 1) Demand Draft towards inspection fee and cost of application (enclose Original D.Ds to the filled in Original Application and Xerox copies of the D.Ds 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.

Note: The duties of the members of the society and their powers may be mentioned along with the bye-laws.

- 3) **A copy of registered ownership document/registered lease deed for the college building for the prescribed 4000 Sq.ft. 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 the institution is proposed to be located in leased 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, by the Municipality/Municipal Corporation/Gram Panchayat drawn to scale and drawn by a licensed architect and certified by Principal of a nearby Government Junior College.

Note: The building plan shall contain the details of the property along with the dimensions of each room and the purpose for which it will be utilized. The total built up area of the college building shall be mentioned clearly.

- 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 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 Guntur 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) A copy of sketch plan of the land duly certified by the concerned M.R.O.
- 7) Photograph(s) of the college building and of all class rooms Laboratories certified by the Principal of nearby Government Junior College.

Note: Photographs of incomplete buildings need not be enclosed.

- 8) A copy of sanitary certificate in respect of the college building issued by the competent authority.
- 9) Three passport size photographs of the Secretary/Correspondent.
- 10) Fire Safety Certificate from the concerned authority.

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

V. 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.

VI. PRELIMINARY 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.

VII. INSPECTION BY THREE MEN EXPERT COMMITTEE :

Based on the recommendations of prima-facie preliminary inspection report of the three men committee, the B.I.E. shall arrange for re-inspection by an expert committee consisting of three academicians as approved by the Secretary, B.I.E. The Expert Committee will be constituted from the following as Members for inspection of other than Para Medical Courses and there is no inspection for Para Medical Courses by the Expert Committee .

- a) Professors.
- b) Government Degree College Principal.
- c) D.V.E.Os/R.I.Os.
- d) Readers/Government Degree College Lecturers.
- e) Principals of Government Junior Colleges.

T.A. & D.A. to the Members of Expert Committee will be paid by B.I.E.

VIII. SUBMISSION OF EVIDENCE TO THE EXPERT COMMITTEE :

1. **FINANCIAL RESOURCES :**

The educational society shall produce evidence for its financial resources in the form of Fixed Deposit Receipt (FDR) for a period of 3 years (Original) drawn in favour of Secretary of the Society for the amount mentioned below for verification.

- a) Rs.2.00 lakhs for boys/Co-education college.

2. The society must deposit Rs.2.00 lakhs in the Joint Account of the concerned R.I.O., and Secretary/Correspondent of the Society if the college is sanctioned.

3. **LAND :**

The Private Management's desirous of starting of Vocational Junior College should provide land for play ground, extra curriculum activities besides required building accommodation.

The total extent of land mentioned above shall be provided in and around the proposed college. If it is located away from the proposed college, it should be nearer (within a radius of 30 km and within the same district) to the college so that it could be used for future development. The extent of land provided by the management may be either in the form of open land or well-equipped gymnasium/recreation and games facility or both. The said extent of land shall be in addition to the built up area for classes, laboratories etc.

The educational society shall produce registered documentary evidence in support of ownership of the land. The property (land) shall be in the name of the educational society sponsoring the proposed college.

A sketch plan of the land giving dimensions and details of survey No./Patta No. Name of the Place, District etc., as mentioned in the document and certified by the concerned M.R.O. shall be provided.

4. **BUILDING ACCOMMODATION :**

The Society intending to start a Junior College (with not more than three sections i.e. One Engineering/Agriculture/Home/Para-medical/Business each section with a sanctioned strength of 30/20) shall provide its own building/leased building with a minimum built up area of 4000 Sq.Ft. R.C.C. and should be suitable for classrooms. 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 and such other accommodation will not be considered.

Each classroom/laboratory shall have a carpet area of mentioned in the Annexure -I Sq. Ft. R.C.C. In additional to classrooms/laboratory, 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 |
| and | 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>	Class Room in Each Course in Sq.ft	Laboratory for Each Course in Sq.ft	Total Area Required in Sq.ft
01.	Construction Technology	400	600	1000
02.	Water Supply & Sanitary Engineering	400	600	1000
03.	Electrical Wiring & Servicing Appliances	400	600	1000
04.	Rural Engineering Technician	400	600	1000
05.	Automobile Engineering Technician	400	600	1000
06.	Electronics Engineering Technician	400	600	1000
07.	Computer Science & Engineering	400	600	1000
08.	DTP & Printing Technology	400	600	1000
	<u>Agriculture & Veterinary Science Courses</u>			
09.	Crop Production & Management	400	600	1000
10.	Dairying	400	400	800
11.	Sericulture	400	600	1000
12.	Fisheries	400	400	800
	<u>Health & Paramedical Courses</u>			
13.	Medical Lab Technician	400	400	800
14.	Multipurpose Health Worker(Female)	400	600	1000
15.	Ophthalmic Technician	400	400	800
16.	Physiotherapy	400	400	800
	<u>Home Science Courses</u>			
17.	Commercial Garment Design & Making	400	400	800
18.	Pre-School Teacher Training	400	400	800
19.	Fashion Garment Making	400	400	800
20.	Hotel Operations	400	400	800
	<u>Commerce & Business Courses</u>			
21.	Office Assistantship	400	400	800
22.	Accounts & Taxation	400	400	800
23.	Marketing and Sales Man Ship	400	400	800
24.	Banking & Financial Services	400	400	800
25.	Insurance & Marketing	400	400	800

<i>Humanities & Others</i>				
26.	Computer Graphics & Animation	400	600	1000
27.	Tourism & Travel Technique	400	600	1000

Additional Accommodation

i. Common class rooms	400
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.

- i) The building should be completed and should be ready in all respects to start the proposed college at the time of submission of application. Buildings under construction will not be considered for starting a new junior college.
- ii) The educational society should submit registered ownership documents/lease deed of the college building(s) for the prescribed area mentioned above. The registered document should be in the name of the society of the proposed college. The document should contain apart from other details survey No./Door No., Village/Town, boundaries etc.
- iii) If the institution is proposed to be located in leased accommodation, the management should provide a registered lease deed for a period of 5 years. The educational society shall also produce documentary evidence that they have requisite land as mentioned above to construct the buildings within a period of 5 years from the date of commencement of the college.
- iv) The educational society proposing to start a new unaided vocational junior college shall submit a copy of the order issued by the Municipality/Corporation/Gram Panchayat (as the case may be) for constructing the building (own/rented) for the proposed college along with the certified plan.
- v) The Private management has to submit a building plan drawn to scale and drawn by a licensed architect showing the location of each room, its dimensions and its proposed use. The built up area of the building and

property details as mentioned in the documents should be reflected in the building plan. The dimensions should be given in Sq. ft. and should be certified by the Principal of local Government Junior College after physical verification. Clear demarcation of the existing accommodation for classroom, Principal room etc. should be shown in the building plan. The accommodation to be constructed or under construction need not be show.

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.	Address of the College Building with D.No.	Room No.	Dimensions (in Sq.ft.)	Carpet Area (in Sq.ft.)	Purpose for which it is used
Grand Total					

- vi) 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 (Director of School Education/Intermediate Education/Collegiate Education (as the case may be) shall be produced for running the New Junior College).
- vii) Using accommodation to run two or more institutions in one premises in shift system is not admissible.
- viii) The Private Management shall also submit the latest photographs of the college building along with class rooms and labs showing the details of the proposed college certified by the Principal local Government Junior College after physical verification.
- ix) Sanitary certificate from the Municipal Health Officer/Medical Officer of primary health centre of the area concerned shall also be enclosed in respect of the proposed college building.

Note: If the society intents to choose more than three vocational sections which need more laboratories and classrooms, it shall have to provide additional accommodation as per the requirement over and above the 4000 sq. ft. R.C.C. area.

IX. PAYMENT OF CORPUS FUND :

The report of Expert Committee will be processed by the BIE, and if the society fulfilled all the stipulated conditions an order for creation of corpus fund in the form of F.D.R. on the Joint account of the RIO concerned and the Secretary/Correspondent of the Society will be issued to the Societies by the B.I.E.

X. ISSUE OF LETTER OF INTENT (LOI) :

On receipt of the proof of creation of F.D.R. in the Joint account of the RIO concerned and the Secretary/Correspondent of the Society a Letter of Intent will be issued directing the Management to submit Form-III for Provisional Affiliation & Provisional Permission.

XI. GRANT OF PROVISIONAL PERMISSION & PROVISIONAL AFFILIATION :

Grant of Provisional Permission & Provisional Affiliation (PP & PA). If the society fulfills all the conditions stipulated in Form-III, PP & PA will be granted.

XII. 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.79 HE (IE-II) Dept., dated: 21-07-2005.
6. G.O.Ms.No.05 HE (CE-I) Dept., 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 request the Principal of local Government Junior College to obtain his/her certification in respect of

- building plan, photographs of the college building after physical verification and the concerned RIO for creating corpus fund.**
- c) **The Educational Society is advised to approach the RIO/DVEO concerned to obtain necessary information, if required before applying for starting Private Junior College in the State.**
- d) **Last date for submission of Three Sets of Applications in O/o the Regional Inspection Officer, Board of Intermediate Education, concerned on or before 17-04-2010 .**
