



Appl. No. \_\_\_\_\_

University  
Area \_\_\_\_\_

Proposed  
Course \_\_\_\_\_

Trans Ref No.: \_\_\_\_\_

## TELANGANA STATE COUNCIL OF HIGHER EDUCATION

APPLICATION FOR STARTING  
ADDITIONAL SECTION IN THE EXISTING AFFILIATED  
PRIVATE UNAIDED HOTEL MANAGEMENT COLLEGES  
2018-2019

Name & Address of the College

---

Opp: Mahavir Hospital, Masab Tank, Hyderabad - 500 028

☎: 040-23300437, 23331117 Fax: 040-23331117

email: [tschendc@gmail.com](mailto:tschendc@gmail.com), website: [tsche.cgg.gov.in](http://tsche.cgg.gov.in)

### CHECK LIST

Enclose clear copies of the documents to the Application Form in proof of all the information furnished in Application as per the details and in the same order as given in the check list below:

(Write Page No. at the right top corner of each copy of the document enclosed to the application).

Sl. No.	Particulars of Enclosures	
1.	Original NEFT Voucher of Rs. 31,000/- for Addl. Section <b>paid in the name of The Secretary, TSCHE in Savings Bank(SB) Account No: 62454566171, IFSC Code SBIN0020070</b> towards Cost of Application, Registration & Processing fee	
2.	Copy of the permission order issued by the Government / University / State Council for the establishment of the applicant Hotel Management College.	
3.	Latest affiliation order from the University concerned	
4.	Orders of the University / State Council sanctioning the existing section.	
5.	Copy of the Registered ownership deed in respect of land owned by the College.	
6.	Sketch plan of the Land certified by MRO.	
7.	Copy of the Registered ownership / Lease Deed pertaining to the building of the Hotel Management College shall be enclosed.	
8.	Approved Building Plans, along with permission order from the authorities concerned for construction of building, of the Buildings in which the existing courses are run, drawn to scale by a licensed surveyor and certified by the Principal of a nearby Government Degree College.	
9.	Copies of FDRs / BGs as applicable towards Corpus Fund.	
10.	Copy of the FDR for Financial Resources	
11.	Documentary evidence for play ground /Gymnasium /Recreation /Games facilities	
12.	Documentary evidence for parking area facility	
13.	Sanitary Certificate	
14.	Rural / Tribal area certificate issued by the MRO concerned	

**APPLICATION FORM**  
(To be submitted in Two sets along with Enclosures)

**IMPORTANT NOTE:**

- The Management of the college is advised to read thoroughly the Rules Booklet supplied alongwith the application before filling up the application form and to provide complete information against all columns / items
- Incomplete Application forms will not be considered.

I. DETAILS OF FEE REMITTED				
Fee Details	Amount	Original NEFT/RTGS Voucher enclosed	Date	Name of the Issuing Bank
Towards Application Fee, Regn./ Processing / Inspection Fee	31,000/-for one Course	Yes / No Trans. Ref.No. _____		
Note: Amount paid in favour of Secretary, TSCHE. Mention Name of the College, Place in the NEFT Voucher form				

II. INFORMATION ABOUT THE COLLEGE				
1.	Name of the College	:		
2.	Year of Establishment	:		
3.	Address Dr. No: Village / Street Mandal District Website & e-mail Address	:		
4.	Telephone Nos (With STD Code)	:		
5.	Area of the College	:	Urban / Rural / Tribal	
6.	Status of the College	:	Co-Education / Women's Aided / Un-Aided	
7	Status of NAAC Accreditation & Year of Accreditation	:		
9	Email-id & Web address	:		

III. INFORMATION ABOUT THE MANAGING SOCIETY		
1.	Name of the Society	:
2.	Address of the Society	:
3.	Telephone Nos (With STD Code)	:
4.	Registration No. & year of Registration of the Society	:
5.	Brief history of Society alongwith Constitution / Bye-Laws (Enclose Copy of Bye-Laws)	:
6.	Name of the Secretary of the Society	:

IV. INFORMATION REGARDING THE COURSES SANCTIONED					
Sl. No	Course	Medium	No. of sections	Sanctioned intake	Year of sanction with No. & Date of proceedings
1.					
2.					

V. ENROLMENT OF STUDENTS IN THE EXISTING SECTIONS DURING THE ACADEMIC YEAR 2017-18										
Sl. No	Course	Medium	No. of Sections	Sanctioned intake as per original proceedings	I year		II year		III year	
					Sanctioned intake	students On rolls	Sanctioned intake	students on rolls	Sanctioned intake	Students on rolls
1.										
2.										

VI. DETAILS OF FACULTY MEMBERS					
Sl. No.	Name	Qualifications with subject	Class obtained with percentage of marks	Permanent/ Temporary/ Part - Time	Total Years of service

**Note:** In case the space allotted is not sufficient a separate sheet may be enclosed giving full details.

**VII. DETAILS OF NEW PROPOSALS****A. PROPOSAL FOR ADDL. SECTION**

Sl. No.	Course	Sections	Intake	Medium

**VIII. DETAILS OF OWN LAND**

Particulars	As mentioned in the Regd. Document	As mentioned in the Sketch Plan
1. Extent of the land in acres		
2. Village / Mandal		
3. District		
4. Survey No.		
5. Registered in the Name of (Society / Individual)		
6. Distance of land from the college building (in km.)		

**IX. DETAILS OF BUILDING ACCOMMODATION**

1.	Status of the college building (√ whichever is applicable)	:	Own / Leased		
2.	Registered in the name of	:			
3.	Details of the Building as per the Regd. Ownership / Lease Deed and Building Plan				
			<b>Own</b>	<b>Leased</b>	<b>Building Plan</b>
	Survey No.	:			
	Door No.	:			
	Village / Locality	:			
	Mandal	:			
	District	:			
	Type of Roof	:			
	Total Carpet Area	:			
	Period of Lease Deed	:	Not Applicable		Not Applicable
4.	Building Plan drawn to scale by Licensed Architect and permission for construction of the Building approved by the authorities of (√ whichever is applicable)	:	Municipal Corporation / Municipality / Gram Panchayat		
5.	Working Plan is attested by	:			
6.	Photographs of the Building are attested by	:			

7.	Particulars of the Building Accommodation (Enclose separate sheet, if required giving full details)							
Sl. No.	Building Door No. / Floor	Room No.	Dimensions (in feet)	Carpet area (in sft.)	Purpose for which it is used			
I								
II								
III								
IV								
V								
VI								
VII								
VIII								
IX								
X								
	<b>Grand Total</b>							
<b>Note: Room nos and total carpet area mentioned here shall be reflected in the approved building plan.</b>								
8.	In case new / separate buildings are shown for additional accommodation, whether copy of the building plan certified by the Principal of a near by Government Degree College is enclosed				: Yes / No			
9.	Whether accommodation provided for the proposed courses is earmarked separately in the plan				: Yes / No			
10.	Whether the accommodation is ready in all respects for starting the proposed UG Course?				: Yes / No			
<b>X. DETAILS OF CORPUS FUND DEPOSITED</b>								
Sl. No	Installment	Amount	Period (From-To)	FDR /Bank Guarantee No.	Date	Name, Code No.& Address of the issuing Nationalized / Scheduled Bank	Date of maturity	Date of Renewal
1.	<b>First</b>							
2.	<b>Second</b>							
3.	<b>Third</b>							

<b>XI. DETAILS OF FINANCIAL RESOURCES</b>					
Sl. No	Amount	Period (From-To)	FDR No.	Date	Name, Code No. &Address of the issuing Bank
1.	2.00 lakhs				

<b>XII. PLAY GROUND FACILITIES</b>			
1.	Extent of Playground facility Provided ( <b>Documentary evidence to be produced</b> )		
	➤ If Provided in Same Premises (in sft.)	:	
	➤ If Provided within 5kms distance from the college (in sft.)	:	
2.	Place where such facility is provided	:	
3.	Designation of the competent authority with whom alternative arrangements are made	:	
4.	Whether transportation facilities are provided to take the students to the playground	:	YES / NO

<b>XIII. PARKING AREA</b>			
1.	Extent of Parking area Provided (Minimum 20% of total built-up area) ( <b>Documentary evidence to be produced</b> )		
	➤ If Provided in Same Premises (in sft.)	:	
	➤ If Provided within 100mts. from the college (in sft.)	:	

<b>XIV. SANITARY CERTIFICATE</b>			
1.	Name of the Sanitary Certificate Issuing Authority	:	
2.	Designation	:	
3.	Address	:	

<b>XV. FIRE SAFETY CERTIFICATE</b>			
1.	Name of the Fire Safety Certificate Issuing Authority	:	
2.	Designation	:	
3.	Address	:	

<b>XVII. STAFF</b>	
	Whether the management is willing to provide teaching and supporting staff required to run the proposed Additional Section as per University norms.
	YES / NO

<b>XVIII. OTHER INFORMATION, IF ANY</b>	
	Any other relevant information that the management of the College would like to provide in support of the proposal (s).

**DECLARATION**

I \_\_\_\_\_ of \_\_\_\_\_ Society / College hereby declare that the details given above are true and correct to the best of my knowledge and I will not advertise / canvas about the proposed degree college before obtaining permission from the TSCHE and affiliation from the University concerned.

I also understand that in case the particulars furnished in the proposal are found incorrect at any stage, the permission given may be withdrawn without giving any reasons thereof.

I also understand that I will not have any claim for grant-in-aid either now or in future from the Government.

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