

**Rules for Starting New Un-aided Post Graduate Courses in the Existing Affiliated Private Un-aided Visual Arts & Design Degree Colleges for the Academic Year 2019 – 20**  
**(Affiliated to JNA & FAU, Hyd.)**

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- Applications are invited from the existing affiliated Private Un-Aided Visual Arts & Design Degree Colleges for starting New Un-Aided Post Graduate Courses during the academic year 2019-20 as per the details mentioned in the notification.
- **PG courses will be sanctioned to only such Visual Arts & Design Degree Colleges which have own and permanent building in its own land.**
- Applications for New PG Courses will be entertained only if the college has an active website providing all the relevant details in order to maintain transparency.

**1. APPLICATION**

Application form in two sets along with Rules for starting New PG Courses can be downloaded from the website [www.tsche.ac.in](http://www.tsche.ac.in)

**2. REGISTRATION**

The Management of the College shall register their applications by remitting through NEFT/RTGS account a sum of Rs. 51,000/- (Rupees Fifty One Thousand only) in to State Bank of India, Shanthi Nagar branch, Hyderabad, SB Account No. **62454566171, IFSC Code SBIN0020070 in favour of the SECRETARY, TELANGANA STATE COUNCIL OF HIGHER EDUCATION, payable at HYDERABAD** for each Course towards Application Cost, Registration, Processing and Inspection Fee after the date of notification and on / before the last date of submission of application form drawn on any Nationalized /Scheduled / Regional Rural Bank. The name and address of the Applicant College and the purpose for which is taken should be mentioned on the NEFT/RTGS Voucher. Transaction Ref. No. & Name and address of the college shall reflect on Original NEFT/RTGS Voucher.

**3. GENERAL CONDITIONS**

**NOTE: The Applicant Degree College should have its own building in its own land before applying for any PG Course(s). Applications from the colleges which do not have own buildings in its own land shall not be accepted.**

- The Applicant Institution will have to fulfill all requirements necessary for the Establishment of New Private Un-aided Visual Arts & Design Degree College and for running the existing UG Courses as stipulated by the Government from time to time with regard to Land, Accommodation, Playground facility, Parking Area, Fire Safety and other Infrastructural facilities etc., before applying for starting New Un-aided PG Course(s)
- Separate Applications are to be submitted for each PG Course with all required documents.

**FOR PRIVATE UN-AIDED DEGREE COLLEGES**

- (i) The college must have a minimum of 5 years of existence preceding the academic year during which the proposal for starting new PG Course is made and must be functioning without any break.  
(i.e. the College must have been established during the Academic Year 2014 - 15 or before).

- (ii) The proposed PG Course / Allied Subject must be offered by the Degree College at UG level for at least 3 years preceding the academic year during which the proposal for starting New PG Course is made. (i.e. the Course must have been started during Academic Year 2016 - 17 or before).
- (ii) The proposed PG Course must be in the list of approved subjects being offered at PG level by the University concerned.
- (iii) The college shall have adequate accommodation to run (a) the existing UG Courses (b) the existing PG Courses and (c) the proposed PG Course as per the existing norms stipulated by the Govt. / TSCHE / University.

#### **4. PROGRAMMES OFFERED**

<b>S. No.</b>	<b>PROPOSED PROGRAMME</b>	<b>MAJORS</b>	<b>DURATION</b>	<b>ELIGIBILITY CRITERIA</b>
1.	MA (Film & Media)	<ul style="list-style-type: none"> <li>i. Direction and Cinematography</li> <li>ii. Direction and Editing</li> <li>iii. Direction and Production</li> <li>iv. Direction and Script Writing</li> <li>v. Direction and Sound Design</li> </ul>	2 Years	Degree or equivalent
2.	MA (Cosmetology)	Cosmetology	2 Years	Degree or equivalent

#### **5. PROCESSING OF APPLICATION**

##### **A. PRIMA-FACIE SCRUTINY**

Prima-facie scrutiny of all the registered applications will be conducted by the Telangana State Council of Higher Education. Applications which do not satisfy the prescribed conditions are liable to be rejected.

##### **B. COUNSELING**

The applicant Society will be given an opportunity to rectify the deficiencies pointed out by the Prima-Facie Scrutiny Committee on the date specified for this purpose by TSCHE.

##### **C. INSPECTION**

- (i) Based on the recommendations of Prima-Facie Scrutiny Committee / Counseling committee, the Telangana State Council of Higher Education shall arrange to conduct Joint Inspection of the College for proposed PG Course for physical verification of all the documents and to examine the suitability of the accommodation and viability of the proposal.
- (ii) The Inspection Committee shall consist of
  - a) A nominee of Telangana State Council of Higher Education (Convener);
  - b) A nominee of the University concerned; and
  - c) A nominee of the Commissioner of Collegiate Education
- (iii) T.A. & D.A. to the members of the Committee will be paid by TSCHE.
- (iv) The Telangana State Council of Higher Education will inform the date of Joint Inspection to the applicant college. The Registrar, JNA & FAU shall coordinate the Joint Inspection.
- (v) The Secretary / Correspondent of the applicant college is required to sign on each page of the JIC report along with the members of the Joint Inspection Committee.
- (vi) If the proposal is rejected after the visit of the Joint Inspection Committee, no refund shall be made.

#### D. RECOMMENDATIONS OF THE VICE-CHANCELLOR

- I. The report containing the observations and assessment of the Joint Inspection Committee shall be presented by the Registrar of the University concerned to the Vice-Chancellor for his/her perusal.
- II. The Vice-Chancellor shall forward the Joint Inspection Committee's report with his / her own recommendations with reasons thereof to Telangana State Council of Higher Education.

#### E. GRANTING OF PERMISSION BY TSCHE

- (i) The Telangana State Council of Higher Education shall take into account the Joint Inspection Committee's Report and the Recommendations of the Vice-Chancellor concerned while arriving at a decision with regard to according permission to the proposed Course(s)
- (ii) The University concerned, Commissioner / Director of Collegiate Education, Govt., of Telangana, and the Society concerned will be provided with copies of the proceedings issued in this regard to the approved proposals.

#### Note:

- Telangana State Council of Higher Education / University 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 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 the concerned University.

#### F. AFFILIATION

- (i) The Applicant Society shall approach the University concerned to obtain affiliation for the sanctioned Course(s) in the same academic year during which the permission is granted, failing which the permission orders issued are deemed to be cancelled.
- (ii) Before according temporary affiliation to the Course(s) the University shall send an Affiliation Committee to inspect whether the college has provided the required facilities as per the norms laid down by the TSCHE and the University concerned.

### 6. OTHER CONDITIONS TO BE FULFILLED

#### A. LAND

- i. The Educational Institutions desirous of starting New PG Course (s) shall provide own land, registered in the name of the sponsoring society as per the following requirements.

Place	Area Required to be Provided	
	Upto student strength of 1000	For student strength above 1000
In 2 Urban Agglomerations of Hyderabad, & Warangal.	1.00 Acre	2.00 Acres
In other places of the State	2.00 Acres	4.0 cres

- ii) **Sketch plan** of the land giving dimensions and details of survey no./ patta no., name of the place, District, etc., as mentioned in the land document and certified by concerned MRO shall be provided.

## **Norms for Built Infrastructure and Physical Facilities**

### **Built up (Carpet) Area and Facilities considering a maximum of 20 students per batch:**

No.	Particulars	Required		
		No.	sq.m.	
1	Instructional and support Area (Carpet Area)	(One class room per batch)		
	Class Rooms	No. of batches x 0.5	25/270	Including smart classrooms
	Smart Class Room		25/270	At least one smart class room
	Display / Exhibition space	1	75/860	May be part of entrance lobby or other circulation space
	Computer Centre	1	25/270	
	No. of Desktop systems	20		
	Internet Availability and speed	>32 Mbps		
	Printers / plotters available for students	A2 - Colour		
	Library	1	75/860	
	Titles	100		<ul style="list-style-type: none"> <li>• Full time Librarian</li> <li>• Every year for each course a minimum of 100 volumes with 20 titles of books need to be added</li> </ul>
	Volumes	200		
	Seats	15		
	Digital library	e-books, journals, DVDs		
	Multimedia facility	1		
	Reproduction facility	Photostat and printing		
	Studio	No. of batches x 0.75	40/440	At least one Studio
	Laboratory/Workshop:	No. of batches x 0.75	40/440	
	Seminar Hall	1 per two programme	75/860	If already provided for UG program, then not necessary

### **ii. Registered Ownership Document**

- The document related to ownership of a building, in respect of the college building in which the New PG Course is proposed, shall be registered in the name of the sponsoring Educational Society represented by its Secretary / Correspondent.
- If the college provides accommodation separately for the proposed PG Course, Registered Ownership Deed of the said building shall be submitted.
- The Document should contain, apart from other details, Survey No., Door No., Village / Town, boundaries of the building, floor-wise carpet area and total carpet area.

### **iii. Building Plans**

The Management of the College shall submit the following building plans

- Approved Plan**  
Plans of the building duly approved by the authorities of Municipality / Corporation / Grampanchayat along with permission orders for construction the building in which the college is located

- (b) **Working Plan**  
Building plan, drawn to scale by a licensed architect and certified by the Principal, **College of Architecture / Fine Arts (JNA& FAU), Hyderabad**
- (c) The building plans should reflect property details as mentioned in the registered documents indicating clear demarcation of the existing accommodation for classroom, principal room etc., location and dimensions of each room and total built-up area, Parking area, the purpose for which each room is under use / proposed to be used, etc.
- (d) Accommodation under construction or proposed to be constructed need not be shown in the plans.

iv. **Statement of Building Accommodation**

Details of the rooms are to be furnished in the following proforma, duly signed by the Secretary of the Society, and it shall be enclosed to the building plan to be submitted along with the application:

Sl. No.	Building No.	Room No.	Dimensions (in feet)	Carpet area (in sft.)	Purpose for which it is used
<b>Grand Total</b>					

**B. CORPUS FUND**

- i) The Educational Institution should provide Corpus Fund of **Rs. 5.00 lakhs** for each of the proposed PG Course, in addition to the Corpus Fund which the college is required to have paid in respect of starting of the college.
- ii) The Corpus Fund shall be deposited in the form of Fixed Deposit Receipt (FDR), after the date of notification for the starting of new un-aided PG Courses, 2019-20, in the joint account of Secretary / Correspondent of the sponsoring Educational Society and the Secretary, TSCHE, Hyd. in any Nationalized / Scheduled Bank for a period of 10 years.
- iii) The purpose for which the FDR is taken must be reflected in the FDR. The Management shall request the Banker to write on FDR as "Towards Corpus Fund for starting of (Name of the Course)
- iv) Bank guarantee will not be accepted
- v) The Management is expected to approach the Secretary, TSCHE to obtain his/her signature on the application form provided by the Bank for taking the FDR.
- vi) The applicant Society has to obtain a letter in the proforma (see ANNEXURE) from the Manager of the Bank who has issued FDR towards payment of corpus fund in the joint account and submit it to the Joint Inspection Committee along with a Xerox copy of the FDR.
- vii) The Management cannot withdraw the Corpus Fund. However, the interest that will accrue over three years can be utilised for the development of the institution after obtaining permission from the TSCHE. The FDR shall continue to be renewed after the expiry of each term. The FDR must not be misused.
- viii) The Management can produce FDR towards corpus fund at the time of the visit of Joint Inspection Committee and need not deposit the amount at the time of applying for the Course.

### C. PLAY GROUND FACILITIES

The Applicant College which is not having the required land, within the premises of the college building, will have to make available to its students Gymnasium / Recreation and Games facility by providing separate built up space and equipments for this purpose in a public place e.g., Municipal Play Ground or in another Educational Institution by having necessary tie-up arrangements with the concerned management within a distance of 5km. of the college premises along with a bus facility for transportation of the students whenever required.

### D. PARKING AREA

If the college building is located along the main road in Urban Areas, the College shall 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 mtrs. Thereof.

### E. FIRE SAFETY

The College is required to apply for and obtain Fire Safety Certificate in respect of the proposed college building from Fire Services Department.

## 7. LIST OF ENCLOSURES

Copies of the following list of documents in form of spiral binding are to be submitted in two sets along with the Application forms:

1. NEFT/ RTGS voucher of Rs.51,000/- (Rupees Fifty one Thousand only) towards Cost of Application, Registration, Processing & Inspection fee.  
(Enclose Original NEFT / RTGS voucher to the first copy of the filled in application and Xerox copy to other set of application). **(Note: Mention Name of the College, Place in the NEFT Voucher form).**
2. Permission Proceedings for starting the UG College & subsequent UG Courses along with latest affiliation orders for the existing UG Courses
3. Certificate of Registration of sponsoring Society along with constitution and bye-laws.
4. Registered ownership document in respect of land.
5. Sketch plan of the land drawn by licensed surveyor and certified by the concerned MRO / Thashildhar.
6. The Registered Ownership Deed of the college building.
7. Building Plans
8. Building plan drawn to scale and drawn by a licensed architect and certified by the Principal, **College of Architecture / Fine Arts (JNA& FAU), Hyderabad** .  
(a) Building plan along with permission letter approved by the authorities of Municipality / Corporation / Gram Panchayat for construction of the college building.
9. FDR taken towards Corpus Fund.
10. Photographs of the college building certified by the Principal, **College of Architecture / Fine Arts (JNA& FAU), Hyderabad**
11. Sanitary Certificate in respect of the college building.
12. Fire Safety Certificate from Fire Services Department (nearest Fire Station).
13. Documentary evidence for Parking Area & Play Ground facilities.
14. Rural Area certificate in respect of the area where the college is located, issued by the MRO / Tahasildar.

**8. LAST DATE FOR SUBMISSION**

Two sets of filled in application complete in all respects accompanied by the required enclosures mentioned in the Rules Booklet in the form of spiral binding should reach the **SECRETARY, TELANGANA STATE COUNCIL OF HIGHER EDUCATION, OPP: MAHAVIR HOSPITAL, MASAB TANK, HYDERABAD-500028** on or before **15.05.2019.**

**Note:**

*Documentary evidence in original with regard to Land, Building, Accommodation, Corpus Fund, Financial Resources, Playground, Parking area, Fire Safety, etc., shall be produced by the Society before the Counseling Committee / Joint Inspection Committee / whenever asked for by the Govt. / TSCHE / Concerned University.*

**ANNEXURE**

**PROFORMA TO BE FILLED IN BY THE BANK MANAGER OF THE NATIONALISED / SCHEDULED BANK REGARDING  
PAYMENT OF CORPUS FUND  
BY THE APPLICANT SOCIETY**

Place:  
Dt:

To  
The Secretary  
TSCHE  
HYDERABAD

Sir,

Sub: Details of FDR issued in the joint account of the Secretary and Correspondent of \_\_\_\_\_ and Regional Joint Director, Collegiate Education  
(Name of the Society & Place)  
\_\_\_\_\_ towards payment of corpus fund - Utilization of interest accrued - Reg.  
(Place)

& & &

1. A fixed deposit receipt bearing no. \_\_\_\_\_ and dated \_\_\_\_\_ for Rs. 5 lakhs (Rupees Five lakhs only) for a period of ten years i.e. from \_\_\_\_\_ to \_\_\_\_\_ in the joint account of the Secretary / Correspondent of \_\_\_\_\_  
(Name of the Society & Place)

& Secretary, Telangana State Council of Higher Education (TSCHE) has been issued by this bank against the remittance of the said amount accompanied by an application to this effect signed jointly by the Secretary / Correspondent of the Society and Secretary, TSCHE.

2. The interest that will accrue after five years on the said fixed deposit shall be paid to the Secretary / Correspondent of the Society mentioned above which has started new private unaided visual arts & Design Degree college at \_\_\_\_\_ after receiving the necessary orders from the Secretary,  
(Place)  
Telangana State Council of Higher Education, (TSCHE)

3. This FDR bearing No. \_\_\_\_\_ dated \_\_\_\_\_ shall be operated jointly by the Secretary / Correspondent of the Society/College / Secretary, TSCHE, Hyd.

Place : Signature : \_\_\_\_\_  
Date : Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Seal of the Bank : \_\_\_\_\_