



**STARTING ADDITIONAL SECTION IN THE EXISTING
AFFILIATED PRIVATE UNAIDED HOTEL MANAGEMENT
COLLEGES FOR THE ACADEMIC YEAR 2018-19**

RULES BOOK

Important Dates

Commencement of Downloading of Applications : 12-03-2018
Last Date for Submission of filled in Applications : 02-04-2018

Opp: Mahavir Hospital, Masab Tank, Hyderabad – 500 028
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TELANGANA STATE COUNCIL OF HIGHER EDUCATION
Opp. Mahavir Hospital, Mahavir Marg, Masabtank, Hyderabad – 500 028

Rules for starting Additional Section in the existing affiliated Private Unaided Hotel Management Colleges for the academic year 2018–2019

- Applications are invited from the existing affiliated Private Un-Aided Hotel Management Colleges for starting Additional Section during the academic year 2018-2019 as per the details mentioned in the notification.
- ***Applications for Addl. Section will be entertained only if the college has an active website providing all the relevant details.***

1. APPLICATION

Application form in TWO SETS along with the RULES for starting Addl. Section can be downloaded from the website of www.tsche.ac.in.

2. REGISTRATION

Management of the Colleges shall register their applications by remitting the fee prescribed for the purpose as shown hereunder:

- A. **Rs.31,000/-**(Rupees Thirty One thousand only) **paid in the name of The Secretary, TSCHE in Savings Bank(SB) Account No: 62454566171, IFSC Code SBIN0020070** in the form of **NEFT/RTGS** taken on or after the date of notification and on/before the last date of submission of application on any Nationalized Bank. The name and address of the Applicant College and the purpose should be mentioned. Transaction Ref. No. & Name and address of the college shall reflect on Original NEFT/RTGS Voucher.

3. LAST DATE FOR SUBMISSION

TWO SETS of Application complete in all respects, accompanied by the required enclosures mentioned in the Rules Booklet should reach the *Secretary, TSCHE on or before **2nd April 2018***

4. 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 the Prima-Facie Scrutiny Committee / Counselling committee, **Secretary, TSCHE shall arrange to conduct Joint Inspection** of the applicant college to examine the viability of their proposal for Addl. Section.
- (ii) The Joint Inspection Committee shall consist of two members:
 - (a) One person nominated by the TSCHE (Convenor) from outside the concerned University
 - (b) One member from the same University
- (iii) The Secretary, TSCHE and Dean, CDC will inform the date of Joint Inspection to the Management of the College. The Dean, CDC of the University concerned will co-ordinate the Joint Inspection Committee.
- (iv) The Secretary / Correspondent of the proposed college is required to sign on each page of the JIC report along with the members of the Joint Inspection Committee except on the page where recommendations are made by the JIC.
- (v) Proposals of the applicant Colleges, if found deficient in any respect by the Prima-Facie Scrutiny Committee/Counselling Committee and JIC, shall be rejected.
- (vi) TA & DA and sitting charges as the case may be to the members of the various committees mentioned above shall be paid by the TSCHE.
- (vii) Fee once paid shall not be refunded in any case.

D. Sanction of Addl. Section

- (i) The members of the Joint Inspection Committee will give their findings after the physical verification of the available facilities.
- (ii) The Dean, CDC will submit the report of the JIC for the Vice-Chancellor's perusal along with his comments.
- (iii) The Dean CDC will also arrange to send the JIC's report along with the Vice-Chancellor's recommendations with reasons thereof to Telangana State Council of Higher Education.
- (iv) The Telangana State Council of Higher Education, Hyderabad, shall take into account the Joint Inspection Committee's report and the recommendation of the Vice-Chancellor concerned, while arriving at a decision with regard to according permission.
- (v) Telangana State Council of Higher Education / University concerned reserves the right to conduct surprise inspection at any time and also reserves the right to cancel permission / affiliation of the sanctioned course etc. at any stage, if it is found that the information provided by the Management of the College is false and misleading and the documents produced by the Managements are false, interpolated and improper and the Management is not able to run the sanctioned courses as per the norms of the Government and academic stipulations of the University concerned.

E. Affiliation

The University concerned will arrange for affiliation of the Addl. Section as per the rules of the university concerned after receiving a copy of the proceedings issued by the **Telangana** State Council of Higher Education, granting permission to start new un-aided U.G. Courses / Combinations

5. CONDITIONS TO BE FULFILLED

NOTE: The Applicant Colleges which are completed 5-years of existence are advised to shift their college to its own building.

A. General Conditions

- (i) The proposal for starting Additional Section only
- (ii) A maximum of three (3) sections only will be permitted in any college.
- (iii) Every College shall establish its own website with all the necessary data uploaded on it to maintain transparency under the Right to Information Act.

B. Land

(G.O.Ms.No.29 Edn. (Rules) Dept., Dt. 05.02.1987 and amended in G.O.Ms.No.826 Edn., (UE.II) Dept., Dt. 08.07.98 and G.O.Ms.No.05 HE (C.E.I.2) Dept., Dt. 08.01.08)

- (i) The Education Society desirous of starting a degree college, in addition to the built-up area for proposed college building, shall provide own land, Registered in the name of the Society, as per the following requirements:

Place	Area Required to be Provided
In 2 Urban Agglomerations of Hyderabad & Warangal	1.00 Acre
In other places in the State	2.00 Acres

- (ii) The total extent of land mentioned above shall be a single bit of land provided at one place only in and around the proposed college
- (iii) If it is located away from the proposed college it shall be at a reasonable distance, so that it could be used for future development of the college, as mentioned below:

Rural Areas	:	Within the same Mandal
Municipalities / Corporations	:	Within a radius of 20 KM from the proposed college building and within the same District
Greater Hyderabad	:	Within a radius of 30 KM from the proposed college building

- (iv) The said land may be either in the form of open land or with well equipped gymnasium / recreation and games facility or both

- (v) 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 land document and certified by concerned MRO shall be provided.

C. Building Accommodation

(i) *Minimum Requirements*

The Colleges intending to start Addl. Section shall provide Building Accommodation (in addition to the existing accommodation) as per the following requirements:

Particulars of Accommodation	Minimum Area Required (In sft)	Remarks
For the Hotel Management Course		
Theory Class Rooms (3 Class Rooms)	1800	5650 sft in addition to common facilities of 2000 sft. Total: 7650 sft
Basic Training Kitchen	400	
Quantity Kitchen	400	
Advanced Training Kitchen	400	
Bakery	150	
Food & Beverage Service	400	
House Keeping / Accommodation Operation	300	
Front Office	300	
Store Room	100	
Boys Lockers Room	100	
Girls Lockers Room	100	
Students Dining Hall (Desirable)	600	
Computer Laboratory	600	

Conditions to be fulfilled for B.Sc (Food Technology & Management)

- B.Sc (Food Technology & Management) Courses are exclusive full-time courses of 3-years duration and cannot be clubbed with other courses / combinations
- The Management of a college which proposes to start B.Sc Food (Technology & Management) Course (s) has to fulfill certain conditions, in addition to the conditions mentioned above, as per the following requirements:

Conditions	B.Sc (FT & Mgt)		
1. Eligibility	• Existing affiliated Hotel Management Colleges		
2. Building Accommodation	No.	Min. Area	Total
a) Class rooms	3	600	1800
b) Computer Lab	1	600	600
c) English Language Lab	1	600	600
d) Labs	4	600	2400
	9		5400
3. Teaching Staff	Food Tech.	2 in I Yr +2 in II Yr +1 in III Yr	
Lecturers In		1	
		1	
	Indian Culture	1	
4. Corpus Fund			
5. Financial Resources	9.00 Lakhs		

(ii) Registered Ownership / Lease Document

- (a) The document related to ownership / lease of the College building, should be registered in the name of the sponsoring Educational Society represented by its Secretary / Correspondent, for a period of 5 years
- (b) 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 should submit the following building plans

- (a) 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 of a nearby Govt., Degree College
- (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
- (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 along with the application, in the following proforma, duly signed by the Secretary of the Society:-

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

D. Corpus Fund

(G.O.Ms.No.29 Edn. (Rules) Dept., Dt. 05.02.1987 and amended in G.O.Ms.No.208 Edn., (CE.1) Dept., Dt. 21.08.90 and G.O.Rt.No.857 Edn. (U.E.II) Dept., Dt. 07.07.99)

- i. Details of Corpus Fund payable by the applicant colleges are indicated below:

Sl. No	Year of Establishment	Amount to be paid (Rs. in Lakhs)		
		Status	Urban	Rural
1.	Upto 2005-06	Boys / Co-Ed.	7.50	7.50
		Women's	5.00	5.00
2.	After 2005-06	Boys / Co-Ed.	7.50	Exempted
		Women's	5.00	Exempted

- ii. The applicant College shall deposit all the installments of Corpus Fund, as it is required to have been paid at the time of applying for starting Addl. Section
- iii. The Corpus Fund should be deposited in the form of Fixed Deposit Receipt (FDR) in the joint account of Secretary / Correspondent of the Society / College and the concerned Regional Joint Director of Collegiate Education, in any Nationalized / Schedule Bank for a period of 10 years

- iv. 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 of _____ (Name of the College)”**
- v. **Bank Guarantee will not be accepted**
- vi. The Management is expected to approach the concerned Regional Joint Director (RJD) of Collegiate Education to obtain his / her signature on the application form provided by the Bank for obtaining the FDR.
- vii. The applicant society has to obtain a letter in the proforma see ANNEXURE-I 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 alongwith a copy of the FDR.
- viii. The Management cannot withdraw the Corpus Fund. However, the interest that will accrue over three years can be utilized for the development of the Institution after obtaining permission from the Director / Commissioner of Collegiate Education, Govt., of *Telangana* **OR** a suitable officer identified by the Govt., of **Telangana** The FDR shall continue to be renewed after the expiry of each term. The FDR must not be misused.

E. Financial Resources

The management shall show the following minimum financial resources to start new courses / combinations / additional sections in Pvt. Affiliated Colleges:

Sl. No.	Addl. Section	Amount of Rs. In lakhs
01.	One	2.00 lakhs

The financial resources should be shown in the form of fixed deposit receipt (FDR) for a period of six months drawn in favor of Secretary of the Society for the amount mentioned above. The FDR may be taken on any day from the date of notification to the last date of submission of application for starting the new Degree Courses etc. **Bank guarantee will not be accepted.**

F. Play Ground Facilities

The colleges which do not have the required land in their own premises will have to make available its students gymnasium / Recreation and games facility by providing separate built up space and equipments for this purpose. Alternatively similar facilities i.e. either open playground or Gymnasium / Recreation and games facilities are to be provided in public place i.e. Municipal play ground or in another educational institution by having necessary tie-up arrangements with the management concerned. The said alternative facility should be provided within a distance of 5 kms of the college premises along with a bus facility for the transportation of students whenever required.

G. Parking Area

The colleges located along the main road in urban areas shall be required to provide parking area to an extent of 20% of the built up area. Such parking area should be provided either in the college premises or within a distance of 100 mtrs thereof

H. Fire Safety

The applicant Educational Institution is required to apply for and obtain **FIRE SAFETY CERTIFICATE** from Fire Services Department.

6. LIST OF ENCLOSURES

- a) NEFT/RTGS voucher for Rs. 31,000/- for Addl. Section in favour of **Secretary, TSCHE.** (Note: Amount paid in favour of Secretary, TSCHE. Mention Name of the College, Place in the NEFT / RTGS Voucher form)
- b) Copy of the permission order issued by the Government / University / State Council for the establishment of the applicant Hotel Management College.
- c) Latest affiliation order for the existing courses from the concerned University
- d) Copy of the Registered ownership deed in respect of land owned by the College.
- e) Sketch plan of the Land certified by MRO.
- f) Copy of the Registered ownership / Lease Deed pertaining to the building of the Hotel Management College shall be enclosed.
- g) Approved Building Plans, along with permission order from the concerned authorities 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.
- h) Copies of FDRs / BGs as applicable towards Corpus Fund.
- i) Copy of the FDR for Financial Resources
- j) Documentary evidence for play ground/Gymnasium/Recreation/Games facilities
- k) Documentary evidence for parking area facility
- l) Fire Safety Certificate
- m) Rural / Tribal area certificate from the MRO concerned

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ANNEXURE – I

PROFORMA TO BE FILLED IN BY THE BANK MANAGER OF THE NATIONALIZED / SCHEDULED BANK REGARDING PAYMENT OF CORPUS FUND BY THE APPLICANT COLLEGE

Place:
Dt:

To
The Secretary
APSCHE
HYDERABAD

Sir,

Sub:- Details of FDR issued to the Secretary and Correspondent of _____ and Regional Joint Director, Collegiate Education _____ towards payment of Corpus Fund –
(Place)
Utilization of interest accrued- Reg

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1. A fixed deposit receipt bearing the number _____ and Dt: _____ for Rs. _____ (in Words)
(Name of the Society, Place)
for a period of ten years i.e. from _____ to _____ in the joint account of the Secretary / Correspondent of _____
(Name of the Society, Place)
and the Regional Joint Director of Collegiate Education , _____
(Place)
has been issued by this bank against the remittance of the said amount and application to this effect signed jointly by the Secretary/Correspondent of the Society and RJD Collegiate Education mentioned above.
2. This FDR is issued towards the payment of Corpus Fund payable by the College and this purpose is reflected in the FDR.
3. 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 degree college at _____
(Place)
after receiving the necessary orders from the Commissioner / Director of Collegiate education, Govt., of AP, Hyderabad
4. This FDR bearing No _____ Dated: _____ shall be operated jointly by the Secretary / Correspondent of the society/college and the Regional Joint Director of the Collegiate Education mentioned above.

SIGNATURE
Name:
Designation:
(Seal of the Bank)