



**OSMANIA UNIVERSITY  
HYDERABAD-500007**

No. 173 /MR/Affl./H-UG/2022-2023/Acad/IV-2

Date: 12-03-2022.

To  
All the Principals/Secretaries/Correspondents of  
Degree Colleges under the jurisdiction of  
Osmania University, Hyderabad.

**Sub:** Affiliation - Affiliated Colleges – Grant of extension of provisional affiliation to UG colleges to offer B.A./B.Com./B.Sc./BBA/BCA courses for the academic year **2022-2023** – Conduct of Inspections – Academic Information called for – Reg.

-oOo-

Sir/Madam,

With reference to the subject cited, I am to inform you that the University has decided to conduct inspection to all the UG colleges offering B.A./B.Com./B.Sc./ BBA/BCA courses under the jurisdiction of Osmania University for the academic year 2022-2023. **The Inspection Committee will be visiting the colleges in the last week of March, 2022 for considering grant of extension of provisional affiliation for the academic year 2022-2023.**

The Managements are therefore, directed to submit the Academic Information in the prescribed application placed on the University website, by enclosing all the documents mentioned at Annexure 'A'.

Further, the Managements are directed to remit the prescribed fee of Rs.10,000/- towards Inspection and processing fee through Demand Draft drawn in favour of "The Registrar, OU" on any nationalized bank on or before **25-03-2022**. The application format may be downloaded from the University website i.e. [www.osmania.ac.in](http://www.osmania.ac.in) mentioned as Academic information application for UG colleges for the academic year 2022-2023.

Further, the college is informed to enclose all the necessary documents as mentioned in the Annexure without fail. **Applications submitted without proper enclosures/evidences and principal attestation, will not be accepted and the college will not be considered for grant of extension of provisional affiliation for the academic year 2022-2023 and the name of the college will not be included in the DOST UG Counseling 2022.**

Yours faithfully,

A handwritten signature in black ink, appearing to be 'K. S. Rao'.

**DEPUTY REGISTRAR**  
(Academic)

ANNEXURE – A

(all the following documents are to be signed by the Principal on each page with official Stamp)

1. Copy of the Compliance report for the academic year 2021-2022.
2. Affiliation orders for the academic year 2020-2021.
3. Copies of the FDR of Corpus Fund.
4. Governing Body/Selection Committee nomination letter and Resolution Copies of the Governing Body meetings conducted during the academic year 2021-2022.
5. Registered Lease Deed in case of Leased premises along with the Own land documents in the name of the Society.
6. Copy of the approved building plan.
7. Copies of the bills for the purchase of Library Books, Lab equipment, Computers and other furniture purchased during the academic year 2021-2022.
8. Affidavit stating that the Degree Courses only sanctioned by TSCHE/University are offered in the premises.
9. Details of Teaching & Non-teaching staff in the following format :
  - I. Principal : Appointed / Not appointed. If Appointed, Whether through Selection Committee/Management.
  - II. Particulars of the Teaching faculty:

S.No	Name of the Teacher	Designation	Qualifications	Nature of Appointment		PAN No. (Copy to be enclosed)	Aadhar No. (Copy to be enclosed)
				Through OU Selection Committee	Management		

10. Laboratory facilities :

Subject	No. of labs	Major equipment available	New equipment procured during 2016-17 and amount spent	Area in Sft.

11. Accommodation Details:

Particulars	
Class Rooms	
Seminar Hall	
Staff Rooms	

12. Sanitary Certificate for the year 2021-2022.
13. Fire Safety Certificate
14. Play Ground Details
15. Bank statement for payment of salaries to the staff throughcheque.



OSMANIA UNIVERSITY  
HYDERABAD-500007

APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION FOR THE  
ACADEMIC YEAR 2022-2023

✓ Whether compliance report submitted for the academic year 2021-2022  
(copy to be enclosed)

1.	Name of the College with complete postal address including H.NO.	
	Tel. No. :	
	Mobile No. :	
	Mail ID :	
	Whether the college is accredited with NAAC	Yes / No
		If Yes Grade :
	Whether the college has (2f) (12 B) status under UGC	Yes / No
Whether the college is running in the same premises as mentioned in permission letter	Yes / No (If No, give the detailed address and permission copy of shifting orders)	
2.	Year of establishment	
3.	College Code No.	
4.	Name of the Society	
	Name of the Secretary/ Correspondent with mobile No. (Copy of the byelaws to be enclosed)	
	Whether the college is run by the same society (as per the college sanctioned orders)	Yes / No If no, (Permission for change of society to be enclosed)
5.	TSCHE / Govt. permission Lr.No. and date, for starting of UG College (Copy to be enclosed)	No.
6.	Nature of the College	1. Govt./Aided/Unaided : 2. Women/Co-Education : 3. Minority / Non-Minority: (in case of minority, minority status certificate to be enclosed)
7.	Whether the college is running PG courses along with UG courses	Yes / No
		If Yes, Whether concerned subject in UG is offered in the college
8.	Previous OU affiliation orders number/date for all the UG & (PG courses if any) (Copies to be enclosed)	UG
		PG

9.	Corpus Fund Details (Copies to be enclosed)	FDR No.	Rs.	Date of Maturity
10	Name of the Principal			
	Whether Appointed through Selection Committee :	Yes / No		
11	University nominee (Copy to be enclosed)	Governing body		
		Selection Committee		
		Date of nomination		
	Number of Governing Body meetings conducted during Last year (mention the dates)	1.		
	2.			
	3.			
12.	Nature of accommodation (Copies of ownership/Lease deed to be enclosed)			
	<input checked="" type="checkbox"/> Own or Leased premises	Own / Leased		
	If lease	period	Years / from	to
	Type of accommodation	RCC roof / sheds	(Room wise dimensions along with floor wise to be enclosed)	
	Whether the college is running in single building or multiple buildings			
			Single / Multiple	
	If running in more than one building (copies to be enclosed)	No. of Buildings :		
	Complete address with D.No.	Lease deed No.	Term	From - to
13.	Land Details (Copy to be enclosed)	Document No.		
		Area		
		Location		

14.	Any other courses / Colleges functioning in the same premises (like junior college etc.).	Yes / No (If yes details to be furnished along with the permission letter from the competent authority)	
15.	Extra Activities	NCC wing	Yes / No
		NSS wing	Yes / No
	Details of Games / Sports / Cultural Activities if any		
	Whether the college has placement cell	Yes / No	
		If yes details of placements made	
Details of the Ragging Cases (Enclose copy of the Committee constituted)			

## 16. Accommodation Details:

Particulars	Number	Area (Sq.ft) of each
Class Rooms		
Seminar Hall		
Laboratories		
Staff Rooms		

## 17. Details of Computational facilities:

Item	Description (configuration)	Quantity
Desktops		
Internet Bandwidth		
Wifi Facility		
LCD Projectors in Class rooms ceiling mounted Roll down screen		
Biometric Attendance		
1. Staff 2. Students		
CCTV Facility		

:4:

18	Course particulars (Separate sheet to be enclosed as per the format below)			
	Under Graduate			
	SNo.	Course/Combination	Sanctioned intake	Medium 10 seats enhancement (if any)
	Details of the Courses Surrendered during the academic year 2021-2022 (if any)			
	SNo.	Course/Combination	Sanctioned intake	Medium
	Details of New Courses/Conversions applied for the year 2021-2022			
	SNo.	Course/Combination	Sanctioned intake	Medium
	Details of Courses for which Change of Medium is applied for the year 2021-2022			
	SNo.	Course/Combination	Sanctioned intake	Medium
	Post Graduate			
	Other courses if any			
19.	Working Hours of the College			
20.	Work load statement Department-wise, Teacher-wise (to be enclosed)			
21.	Block time table for the course showing (i) Room No, (ii) Name of the Class (iii) Name of the Teacher in each period(to be enclosed),			

22.	Details of salary paid. Enclose bank statement.		Maximum salary / Minimum salary paid		
			Paid through Cheque/ Cash		
	23.	Laboratory facilities available in the college (Bills to be enclosed)			
	Subject	No. of labs	Major equipment available	New equipment procured during 2020-2021 and amount spent	Area in Sft.
24.	Other basic amenities		Play ground	Available / Not available	
			Fire Safety	Available / Not available	
			Parking facilities	Available / Not available	
			Sanitation Certificate	Available / Not available	
25. <u>LIBRARY</u> :					
LIBRARY Total Area (in Sq.ft)					
Librarian: Name & qualifications of the Librarian					
Library Facilities:					
Type				Number/Quantity	
Volumes					
Titles					
Books added during the year 2021-2022			Volumes		
			Titles		
National Journals					
International Journals					
Total Amount Spent on Books during the year 2021-2022					
Total Amount Spent on Journals during the year 2021-2022					
Reading Room capacity					
Desktops					
E-Journals					

26. Administrative Area:	
Particulars	Area (in Sq.ft)
Principal Office	
Administrative Office	
Exams Control Office	
Placement Office	
Staff Room	
Sports Room	
27. Amenities:	
Particulars	Available / Not available
Boys Common Room	
Girls Common Room	
Play Ground	
Backup Electric Supply / Generator	
Safety provisions including fire and other calamities	
Transport facility and parking area	
Drinking water facility	
Separate toilets for Boys and Girls	
First aid cum sick Room	
Display of Courses and approved intake at the entrance of the College.	
Permanent name board of the college be displayed (enclose photograph of the College building)	



28.	No. of admissions during the academic year academic year 2021-2022	Course	Sanctioned strength	Admitted strength
		B.A.		
		B.Com		
		B.Sc.		
29.	Results analysis	Course	No. of candidates appeared	No. of candidates passed
		B.A.		
		B.Com		
		B.Sc.		
30. Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.				
S.No.	Particulars	Organized	Attended	
1	Seminars			
2	Conferences			
3	Workshops			
4				
Total				
31. Anti Ragging				
1. Whether the College appointed Anti-Ragging Committee, if so, copy of the constitution of committee and its members to be enclosed.				
2. Report of the Anti-Ragging Committee for the year 2021-2022be enclosed.				
3. Measures taken by the College to prevent ragging.				
32. RTI Act				
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)				
33. Women Protection cell				
Whether the college has appointed Women Protection Cell. (Enclose copy)				

34. Redressel Grievances Committee	
Whether the college has appointed Redressel Grievance Committee. (Enclose copy)	
35. Equal Opportunity Cell for Physically Challenged	
Whether the college has appointed Redressel Grievance Committee. (Enclose copy)	
36. Any other Information:	

37. PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

SNo	Name of the Teacher	Designation	Qualifications	Nature of Appointment		PAN Number (Copy to be enclosed)	Aadhar Number (Copy to be enclosed)
				Through OU Selection Committee	Management		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

DECLARATION

We hereby, declare that the information furnished in the application is correct and we are liable for any disciplinary action, if found otherwise. Further, we undertake to provide required accommodation / Laboratories and other necessary infrastructure required for UG college / PG College as per the Osmania University norms before the Inspection is conducted. The University may conduct Affiliation/Surprise Inspection on any day after the submission of this format.

NOTE :Formats submitted without proper enclosures/evidences will not be accepted and the college will not be considered for grant of extension of provisional affiliation for the academic year 2022-2023.

Each document has to be signed by the Principal of the college with official stamp

( )  
Signature of the Principal  
With name and seal

( )  
Signature of the Secretary/Correspondent  
With name and seal