



**OSMANIA UNIVERSITY
HYDERABAD – 500 007**

No: 241/MR /H/Law/2016-17/Acad/IV-7

Dated: 22.04.2016

To

The Secretary / Principal
of all the Affiliated Colleges of Osmania University
Offering Law Course(s).

Sub: AFFILIATION – Affiliated Colleges – Inspection of Law college(s) for considering grant of extension of provisional affiliation to offer LL.B (3 & 5 YDC), (BBALLB- 5 YDC) B.Com LLB-5 YDC, LL.B (Hons) and LL.M course(s) for the academic year 2016-17 – Reg.

Sir / Madam

With reference to the subject cited, I am desired to inform you that University has decided to conduct regular Inspection to the colleges offering Law courses and LL.M course(s) for the academic year 2016-17. The Inspection committee will be visiting the colleges in the first week of May 2016 for considering grant of extension of provisional affiliation to the college(s) offering LL.B (3 & 5 YDC), BBALLB- 5 YDC) , B.Com LLB -5 YDC, LL.B (Hons) and LL.M course(s) for the academic year 2016-17.

You are therefore requested to keep the following records in Original ready, along with one set of Xerox copies for verification by the Inspection Committee. Further, you are required to keep the **enclosed proforma** duly filled in along with the documentary evidence wherever required.

1. Latest compliance reports.
2. List of teaching staff and staff approval letters obtained from the University for the year 2015-16.
3. BCI's permission / Renewal of TSCHE permission.
4. Minority status certificate / Letter.
5. Affiliation orders of the University for the Previous Year.
6. Land documents (enclose registered sale deed copies).
7. Registered lease deed of the building, if the college is housed in a rented building.
8. Library accession register – with details of books, journals added during the last academic year.
9. Library books issue register.
10. Acquaintance register for payment of salaries to staff..
11. Time table for all the years of class work & class tests.
12. Bills / Payment receipts / Bank statements for the purchase of Library books.
13. Staff attendance register.

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14. Student's attendance register and Teaching diaries.
15. Enclose the report of Anti-Ragging committee and measures taken by the college.
16. Display the college name prominently stating that the college is affiliated to Osmania University.

The Management of the college is requested to remit the following fees towards Inspection & Processing Fee through a demand draft in favour of the Registrar, Osmania University and submit the same before the Inspection is conducted OR at the time of Inspection.

1. LL.B (3-YDC) -- Rs. 20,000/-
2. LL.B (5 -YDC) -- Rs. 20,000/-
3. BBA, LL.B (5-YDC) -- Rs. 20,000/-
4. B.Com, LL.B (5YDC) -- Rs. 20,000/-
5. LL.B (Honours) 3 YDC-- Rs. 20,000/-
6. LL.M -- Rs. 20,000/- (Per specialization)

You are further requested to ensure that all the teaching staff of your college be present on the day of inspection, failing which their names will not be considered as on the rolls of the college.

Yours faithfully,

**ASSISTANT REGISTRAR
(Academic)**

Copy to:

1. The Dean, Faculty of Law, Univ.College of Law, OU
2. The Head, Dept.of Law, Univ.College of Law, OU
3. The Director, Directorate of Academic Audit, OU.



OSMANIA UNIVERSITY
HYDERABAD – 500 007

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
LAW COURSE (S) FOR THE ACADEMIC YEAR 2016-17**

**APPLICATION SHOULD BE SUBMITTED TO THE UNIVERSITY COURSE-WISE
SEPARATELY.**

College Name: _____ College Code _____

Course _____ (Spl) _____ Year of starting the Course _____

Date of Inspection _____ Intake _____

D.D.No: _____ Date _____ Amount _____

1:	Name of the College with postal address Landline : Mobile: E-mail ID: Website:	
2	Name of the society / Registration No. & Address with telephone No: E-mail ID:	
3	Name and address of the Secretary / Correspondent with telephone nos: Landline : Mobile: E-mail ID:	
4	i). Whether the college is running in the premises / address by the BCI ii).If.No, the reasons and how many years the college is running in the present address.	Yes / . No
5	Year of first approval from BCI to the college.	
6	BCI permission letter No. & date for the year 2015-16.	
7	State Govt. G.O. No. & Date for 2015-16.	
8	O.U. Affiliation order No: date for the year 2015-16	

Contd..P/2.

9	i).Whether any other Institution / colleges are running in the same premises. ii) If yes, whether permission from BCI is obtained.	Yes / No Yes / No	
10	Status of the College (In case of Minority college, latest Minority certificate issued by the competent authority to be enclosed)		
11	No. of sections	LL.B (3-YDC) LL.B (5-YDC)	
12	Other courses offered in the same premises (Furnish details)		
13	I..Nature of accommodation (copies of Registered sale deed / Ownership / Lease deed document copies must be enclosed) II. Total plinth area in Sq.ft. of the building.		
14	I.. Name of the Principal II. Mobile No. II, Whether appointed through duly constituted selection committee	Yes / No	
15	No.of teachers appointed (detailed information to be provided as per the enclosed proforma separately)	Appointed through Selection Committee	Appointed by the Management(Adhoc)
16	Whether approval of the University has been obtained for the appointments made.	Yes / No	
17	Name of the University nominee on the Governing Body with period from___ to __		
18	Name of the University nominee on the Selection Committee with period from___ to _____		
19	Number of Governing Body Meetings convened during the academic year 2015-16 with the University nominee.		

20	Working Hours of the College			
21	Provision of basic amenities.	Running water	Available / Not available	
		Drinking Water	Available / Not available	
		Separate Toilets for Girls / Boys / Staff	Available / Not available	
		Girls waiting room with attached toilets	Available / Not available	
22	Whether the college appointed Anti-Ragging committee, if so The copy of constitution of Committee and its members be enclosed. Report of the Anti Ragging committee for the year 2015-16 (copy to be enclosed)			
23	No. of students in the year 2015-16 Permitted intake ()	No.of students admitted	No. of students appeared for the examination	No.of students detained.
	First Year			
	Second Year			
	Third Year			
	Fourth Year			
	Fifth year			
24	Other basic amenities	Play ground	Available / Not available	
		Fire safety	Available / Not available	
		Parking-facilities	Available / Not available	

We hereby declare that the information furnished in the application is correct and we are liable for any disciplinary action, if found otherwise.

Signature of the Secretary / Principal

Name :

Date:

: 4:

(Enclosures to S.No: 15)

PROFORMA FOR FURNISHING PARTICULARS OF PRINCIPAL AND TEACHING STAFF

S.No	Name of the Teacher	Designation	Qualification	experience	Date of Joining duty In the present college	Nature of Appointment	
						Through O.U selection committee	Management
1							
2							
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Signature of the Secretary / Correspondent

Name:

Date :