



OSMANIA UNIVERSITY
HYDERABAD - 500 007

No.242/MR/H-PG /2016-2017/Acad.IV-5

Dated: 22-04-2016

To
The Secretary/Principals of
All PG Colleges offering
M.Sc/M.Com/M.A/MSW,MCJ & BLiSc Courses
Under Osmania University jurisdiction.

Sub: Affiliation- Affiliated Colleges- Grant of extension of Provisional affiliation to PG Colleges/Courses to offer M.Sc/M.Com/M.A/BLiSc/MCJ and MSW courses for Grant of Extension of Provisional Affiliation for the academic year 2016-17 - Reg.

Ref: Decision of the Standing Committee held on 4-10-2003.

* * *

Sir/Madam,

With reference to the subject cited, I am to inform that the Standing Committee of the Academic Senate at its meeting held on 14-10-2003 decided that the P.G. Colleges offering Lab Courses be inspected once in two(2) years and P.G. Colleges offering non-lab courses be inspected once in three (3) years. Further, during the non-inspection period the University shall consider grant of extension of provisional affiliation based on the Academic information furnished by the College in the prescribed proforma along with the documentary evidence.

The Inspections are scheduled in May 2016 for considering grant of extension of provisional affiliation to the colleges to offer M.Sc/M.Com/M.A/BLiSc/MCJ and MSW courses for the academic year 2016-17.

Further, the management is informed to remit the following fees through demand draft drawn in favour of the "Registrar, OU" on any Nationalized Bank towards inspection and processing fee.

S.No.	Particulars	Inspection & Processing Fee
1.	All Courses (M.Sc./ M.A./M.Com, MCJ & MSW) which were started last year i.e. 2015-16.	17,500
2	M.Sc (All Courses) and M.Com, for which the last inspection was conducted in 2015-16.	5,000
3	M.A./BLiSc/MCJ & MSW, for which the last inspection was conducted in 2015-16.	3,000

Contd.2.

The Inspection Proforma (for colleges which were started last year i.e. 2015-16.) & Academic Information Proforma (for which the last inspection was conducted in 2015-16) for grant of extension of provisional affiliation for the year 2016-2017 may be downloaded from the University website www.osmania.ac.in. The college is informed to enclose all the necessary documents as mentioned in the Annexure "A" without fail.

Annexure 'A'

1. Latest Affiliation orders issued for the academic year 2015-16.
2. Compliance Report for the conditions stipulated earlier.
3. APSCHE orders for starting of the PG Course/College.
4. Bye-laws of the Society (Whether the college is running by the same society as per the APSCHE orders, if not, permission obtained from the competent authority to be made available).
5. Minority status certificate if the college is a minority institution.
6. Registered Lease Deed of the Building, if the College is housed in a rented building, (if housed in different buildings all the lease deeds to be made available)/Sanctioned building construction plan.
7. Details of accommodation room wise, floor wise and details of accommodation allocated course wise.
8. Land Documents in the name of the Society.
9. Corpus Fund Details.
10. Whether any other college such as Junior college is functioning in the same premises, if yes details to be furnished along with permission letter from the competent authority.
11. Details of anti-ragging measures taken by the college and a report on any ragging cases, if any;
12. List of teaching staff ratified by University for the year 2015-16, as per the prescribed proforma (Page No.5) be made available in the format.
13. Library Accession Register – with details of No. books/ No. of titles / No. of volumes available and latest books/journals added during the academic year 2015-16.
14. Bills / Payment receipts for Library Books, Journals and other purchases including equipment, computers/ Licensed Soft ware.
15. Staff Attendance Register & Teaching Diaries.
16. Acquittance Register & Bank Statement of salaries paid to the faculty.
17. Student Attendance Registers.

You are also informed to submit the Inspection proforma & Academic Information proforma, enclosing the list of teachers ratified by the University for the academic year 2015-16 on or before 30th April 2016 for considering extension of provisional affiliation for the academic year 2016-17.

Yours faithfully,

ASSISTANT REGISTRAR
(Academic)

Copy to:

1. The Director, Directorate of Academic Audit, OU.
2. The Secretary to the Vice-Chancellor / P.A. to the Registrar, OU.



OSMANIA UNIVERSITY
HYDERABAD-500007

APPLICATION FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATION
TO OFFER M.Sc, M.Com, M.A., B.Li.Sc, M.C.J. and M.S.W. COURSES FOR
THE ACADEMIC YEAR 2016-2017

(Application should be submitted course wise separately)

Course: _____

Subject: _____ DD. No.....ate..... Amount Rs. _____

✓ Whether compliance report submitted for the academic year 2015-16
(copy to be enclosed)

1.	Name of the College with complete postal address			
	Tel. No. :			
	Mobile No. :			
	Mail ID :			
	Whether the college is accredited with NAAC	Yes / No		
		If Yes Grade :		
	Whether the college has (I2 f) (2 B) status	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 running by the same society (as per the college sanctioned orders)	Yes / No If no, (Permission for change of society to be enclosed)		
5.	APSCHE / 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		
		Yes / No	If Yes, Whether concerned subject in UG is offered in the college	
8.	Latest 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 with mobile No.			
	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 Raging 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		

18	Course particulars (Separate sheet to be enclosed as per the format below)				
	Post Graduate				
	SNo.	Course/Combination	Sanctioned intake	Medium	
	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. Acquaintance Register to be produced. 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 2014-15 and amount spent	Area in Sft.
24.	Other basic amenities		Pay ground	Available / Not available	
			Fire Safety	Available / Not available	
			Parking facilities	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 2015-16			Volumes		
			Titles		
National Journals					
International Journals					
Total Amount Spent on Books during the year 2015-16					
Total Amount Spent on Journals during the year 2015-16					
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 2015-16	Course	Sanctioned strength	Admitted strength
		M.A.		
		M.Com		
		M.Sc.		
		others		

29.	Results analysis	Course	No. of candidates appeared	No. of candidates passed
		M.A.		
		M.Com		
		M.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 2014-15 be 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. Any other Information:	

36. PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

SNo	Name of the Teacher	Designation	Qualifications	Nature of Appointment	
				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 2016-17.

()
Signature of the Principal
With name and seal

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

