



OSMANIA UNIVERSITY  
HYDERABAD - 500 007

Dated: 30-05-2020

No.263/H/MBA/2020-2021/Acad.IV-1

To  
The Secretaries/Principals of all the  
Affiliated Colleges of Osmania University  
offering **MBA Course**.

Sub: - Affiliation - Affiliated Colleges - Inspection for considering grant of extension of provisional affiliation to offer **MBA Course** for the academic year **2020-2021** - Reg.

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Sir/Madam,

With reference to the subject cited above, I am desired to inform you that the University has decided to conduct Inspection to the Colleges offering **MBA Course** for the academic year 2020-2021. The Inspection Committee will be visiting the Colleges for considering grant of extension of provisional affiliation to the College, to offer MBA Course for the academic year 2020-2021. **Kindly note that Inspection Committee would be verifying all the requirements as per AICTE Process Hand Book for the year 2020-2021. Hence, the Secretary/Principal of the College may ensure that the compliances must be as per AICTE norms (all the requirements shall be as per AICTE Process Hand Book for the year 2020-2021) for the academic year 2020-2021. Further, the physical verification will be conducted based on the uploaded information to AICTE by the college management. Any deviation in this regard will be treated as serious lapse and extension of provisional affiliation may not be granted to the college.**

The management of the College is therefore directed to submit the filled in application form placed on the University Website with all necessary documentary evidence as mentioned in the Annexure 'A', along with the prescribed fee of **Rs.20,000/-** through a Demand Draft drawn in favour of the "Registrar, Osmania University" on any nationalized bank on or before **20-06-2020** towards Inspection and Processing Fee for the academic year 2020-2021. **The application form may be downloaded from the University website [www.osmania.ac.in](http://www.osmania.ac.in)**

Further, it is requested to **keep all the records in Original ready as mentioned in Annexure 'A'** for verification by the Inspection Committee. It is also 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,

**DEPUTY REGISTRAR  
(Academic)**

Copy to:

1. The Dean, Faculty of Management, OU.
2. The Director, Directorate of Academic Audit, OU.
3. The Director (Infrastructure) OU, with a request to place it on the official website of the University.

## ANNEXURE 'A'

1. Latest compliance reports
2. List of teaching staff in the prescribed format.
3. Proceedings of OU Selection Committee for the faculty appointed.
4. a. AICTE permission / renewal for the year 2019-2020 & 2020-2021.  
b. PCI permission / renewal for the year 2019-2020 & 2020-2021.
5. State Government permission for the year 2019-2020 & 2020-2021.
6. Minority Status Certificate/Letter from the competent authority.
7. Affiliation Orders of the University for the Previous Year.
8. Land Documents / Building plan approvals (enclose Copies).
9. Details of accommodation - Room wise, floor wise, and course wise.
10. Staff Attendance Register, Teaching Diaries
11. Student Attendance Registers.
12. Library Accession Register – with details of books / Journals added during the last academic year.
13. Library Books Issue Register.
14. Acquaintance Register.
15. Bills / Payment receipts / Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, computers, licensed Software.
16. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
17. Valued Answer Scripts of Internal Assessment Test and statement of marks sent to the Examination Branch during the last academic year.
18. Bank Pass Book / Bank Statement of the financial transactions.
19. Enclose the report of Anti-Ragging Committee and measures taken by the College.
20. Display the college name prominently stating that the College is affiliated to Osmania University and also enclose photograph of the College building.
21. Undertaking to be submitted with regard to conduct of University Examinations.
22. Fire Safety Certificate/ Sanitary Certification from the Competent Authority.
23. Implementation of Biometric Attendance, CCTV to be installed within the premises of the Institution and Barrier free built environment to be provided.



**OSMANIA UNIVERSITY  
HYDERABAD-500 007**

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER  
MBA COURSE FOR THE ACADEMIC YEAR 2020-2021**

College Name: \_\_\_\_\_ College Code: \_\_\_\_\_ Course: \_\_\_\_\_

Sanctioned Intake by AICTE: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Permitted intake by University: \_\_\_\_\_

DD.No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

|    |   |                            |  |        |
|----|---|----------------------------|--|--------|
| 1. | Name of the College with postal address:<br>Landline:<br>Mobile :<br>E-mail ID:<br>Website: |                            |  |        |
| 2  | Name of the Society/<br>Registration No. & Address<br>with Phone Nos.<br>E-mail ID:         |                            |  |        |
| 3. | Name of the Secretary /<br>Correspondent with<br>Telephone No.(LL)<br>e-mail, Mobile no:    |                            |  |        |
| 4  | a. Name of the Principal<br><br>(Please affix Photograph)                                   |                            |  | Photo  |
|    | b. Qualifications   |                            |  |        |
|    | c. Whether appointed<br>through OU Selection<br>Committee.                                  | Yes/No: _____              |  |        |
|    | d. Date of Birth  |                            |  |        |
|    | e. Mobile No. :<br>E-mail ID:<br>Aadhar Card number:<br>PAN number:<br>Bank Account number: |                            |  |        |
| 5  | Nature of accommodation<br>(Ownership/Lease deed)   | Document Nos.<br>Own/Lease |  |        |
| 6  | Land Area Details   | Actual Land Area           | Expected Land Area(as per<br>AICTE/Govt. of Telangana) |        |
|    |   |                            |  |        |
| 7  | Year of Establishment   |                            |  |        |
| 8  | Any other Courses run by<br>the College   | S. No.                     | Course(s)  | Intake |
|    |   | 1                          |  |        |
|    |   | 2                          |  |        |
|    |   | 3                          |  |        |
|    |   | 4                          |  |        |
|    |   | 5                          |  |        |

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

|     |  |   |
|-----|--|---|
| 9.  | AICTE permission letter No. & Date for the year 2019-2020 and 2020-2021  |   |
| 10. | State Govt. G.O. No. & Date for the year 2019-2020 and 2020-2021.  |   |
| 11. | OU Affiliation Order No. & Date for the year 2019-2020.  |   |
| 12. | i) Whether any other Institutions/Colleges are running in the same premises,<br><br>ii) If Yes, whether permission from AICTE is obtained. | Yes/No _____<br><br>Yes/No _____  |
| 13. | Status of the College<br>(In case of Minority College, latest Minority Certificate issued by the competent authority to be enclosed)       | Minority/Non-Minority _____<br><br>Co-Education / Women _____   |
| 14  | Name of the University nominee on the Governing Body with period from _____ to _____, along with letter no. and date (Enclose copy)        |   |
| 15  | Name of the Univ. Nominee on the Selection Committee with period from _____ to _____, along with letter no. and date (Enclose copy)        |   |
| 16. | Number of Governing Body Meetings convened during the academic year 2019-2020 with University nominees (Please mention the dates)          | 1.<br>2.<br>3.  |
| 17  | Working Hours of the College   |   |
| 18  | Work load statement Teacher-wise (to be enclosed)  |   |
| 19. | Time table for the course, showing<br>(i) Room No, (ii) Name of the Class<br>(iii) Name of the Teacher in each period<br>(to be enclosed), |   |
| 20  | Whether revised pay scales of VI Pay Commission are paid to the staff.   | Yes / No _____  |
| 21  | Details of salary paid.<br>Acquittance Register to be produced.<br>(Enclose bank statement).   | Maximum salary /<br>Minimum salary paid<br><br>Paid through Cheque/Bank:<br>Name of the Bank &<br>Branch: |

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021

## Course Details:

|   |                            |         |
|---|----------------------------|---------|
| a)                                      | Course - MBA               |         |
| b)                                      | Year of Starting           |         |
| c)                                      | Sanctioned Intake by AICTE |         |
| d)                                      | Permitted intake by OU     |         |
| Actual strength of students' year wise: |                            |         |
| No. of Students on rolls                | I year                     | II year |
| MBA                                     |                            |         |
|   |                            |         |

| Mode of admission  |  |                                    |                  |                        |
|--------------------|--|------------------------------------|------------------|------------------------|
| Name of the Course | Sanctioned intake for first year by OU | First Year students admitted under |                  |                        |
|                    |  | Convener Quota                     | Management Quota | Minority (SW-II / III) |
|                    |  |                                    |                  |                        |
|                    |  |                                    |                  |                        |

| Faculty Details:  |                         |              |        |                 |
|---|-------------------------|--------------|--------|-----------------|
| Faculty required 1:20 (Teacher Student Ratio)<br>Cadre Ratio 1:2:6 (Professor :Associate Professor :Assistant Professor)<br>(of which, a minimum of 80% should be regular/full time faculty and the remaining may be adjunct faculty / resource persons from industry). |                         |              |        |                 |
| Designation   | Required (As per norms) | Available    |        | Total Available |
|   |                         | OU Selection | Ad-hoc |                 |
| Professors  |                         |              |        |                 |
| Associate Professors  |                         |              |        |                 |
| Assistant Professors  |                         |              |        |                 |
| Total:  |                         |              |        |                 |

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

| S. No | Name of the Teacher | Designation | Qualifications<br>Whether having MBA I Class | Whether having Ph.D. Degree in Management | Date of Birth | Total no. of years of Exp. | Nature of Appointment          |            | Photo | Details of i. Aadhaar Card number ii. PAN number iii. Bank Account number |
|-------|---------------------|-------------|--|---|---------------|----------------------------|--------------------------------|------------|-------|---|
|       |                     |             |  |   |               |                            | Through OU Selection Committee | Management |       |   |
| 1     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 2     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 3     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 4     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 5     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 6     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 7     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 8     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 9     |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |
| 10    |                     |             |  |   |               |                            |                                |            |       | i.<br>ii.<br>iii.   |

| Non-Teaching staff: |            |             |                |       |          |            |
|---------------------|------------|-------------|----------------|-------|----------|------------|
| Course              | Lab. Asst. | Programmers | Lab. Attenders | Total | Required | Deficiency |
| MBA                 |            |             |                |       |          |            |
|                     |            |             |                |       |          |            |

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

| Accommodation Details and Academic Facilities: Teaching |        |                     |   |                        |                     |
|---|--------|---------------------|---|------------------------|---------------------|
| Particulars   | Number | Area (Sq.m) of each | Number of LCD Projectors(ceiling mounted) | Number of Smart Boards | Internet Connection |
|   | 1      | 2                   | 3   | 4                      | 5                   |
| Class Rooms   |        |                     |   |                        |                     |
| Tutorial Rooms  |        |                     |   |                        |                     |
| Seminar Hall  |        |                     |   |                        |                     |
|   |        |                     |   |                        |                     |
|   |        |                     |   |                        |                     |

- \*1. Each Class Room shall be equipped with LCD Projector, Smart Board, Internet connection, etc.
- 2. Seminar Hall shall have proper furnishing and equipment such as LCD Projector, Smart Board, P A System and Executive chairs.
- 3. Every Institute should have MOOCS Facility Centre and Innovation Laboratory.

| Computer Lab. |                   |                |                     |  |            |
|---------------|-------------------|----------------|---------------------|--|------------|
| S.No.         | MBA Computer Lab. | Area (in Sq.m) | Equipment available | Lab. class conducted (as per syllabus) | Batch Size |
| 1             |                   |                |                     |  |            |
| 2             |                   |                |                     |  |            |

| Computational Facilities: (Please refer the AICTE norms of 2020-2021) 1:6 |   |          |
|---|---|----------|
| Item  | Description (configuration)                     | Quantity |
| Desktops  |   |          |
| Server Machines   |   |          |
| Licensed software   |   |          |
| Network components (LAN / WAN) – All Systems                              |   |          |
| Internet Bandwidth  | 300=32 MBPS<br>Up to 600=48 MBPS<br>900=64 MBPS |          |
| Printers / Other equipment  |   |          |
| Arrangement for NPTEL/SWAYAM etc., shall be made available                |   |          |

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

|  |                 |
|--|-----------------|
| <u>LIBRARY:</u>  |                 |
| LIBRARY Total Area (in Sq.m)   |                 |
| Librarian:<br>Name & qualifications of the Librarian                     |                 |
| Library Facilities:  |                 |
| Type   | Number/Quantity |
| Volumes  |                 |
| Titles   |                 |
| National Journals  |                 |
| International Journals   |                 |
| Total Amount Spent on Journals during the year 2019-2020                 |                 |
| Subscribed International and National Journals during the year 2019-2020 |                 |
| Total Amount Spent on Books during the year 2019-2020                    |                 |
| Volumes (during the year 2019-2020)                                      |                 |
| Titles (during the year 2019-2020)                                       |                 |
| Reading Room capacity  |                 |
| Desktops   |                 |
| E-Journals   |                 |
| Delnet Membership Details  |                 |
| Membership of National Digital Library                                   |                 |

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.



| Administrative Area:   |                           |
|--|---------------------------|
| Particulars  | Area (in Sq.m)            |
| Principal Office   |                           |
| Administrative Office  |                           |
| Exams Control Office   |                           |
| Placement Office   |                           |
| Central Store  |                           |
| Security   |                           |
| Staff Room   |                           |
| Sports Room  |                           |
| Amenities:   |                           |
| Particulars  | Available / Not available |
| Boys Common Room   |                           |
| Girls Common Room  |                           |
| Cafeteria  |                           |
| Backup Electric Supply / Generator   |                           |
| Safety provisions including fire and other calamities  |                           |
| Transport facility and parking area ...in Sq.ft.   |                           |
| Play Ground Facilities....in Sq. mts.  |                           |
| 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.                       |                           |
| Structural Soundness Certificate (From the Competent Authority) - enclose copy               |                           |
| Occupancy Certificate (from the competent Authority) - enclose copy                          |                           |
| Fire Safety Clearance certificate - enclose copy   |                           |
| Sanitation Certificate (From the Competent Authority) - enclose copy                         |                           |
| Barrier free built environment to be provided  |                           |
| Biometric System of Attendance for students & Staff  |                           |
| CCTV installation in appropriate locations within the premises of the institution            |                           |
| Permanent name board of the college be displayed-enclose photograph of the College building. |                           |

Note:All the requirements shall be as per AI CTE Process Hand Book for the year 2020-2021.

| Results Analysis (Year wise- Pass Percentage 2019-2020)   |        |                        |
|---|--------|------------------------|
| Course  | I year | II year                |
| MBA   |        |                        |
|   |        |                        |
|   |        |                        |
|   |        |                        |
| Placements:   |        |                        |
| Name of the Company                                       |        | No. of Students Placed |
|   |        |                        |
|   |        |                        |
|   |        |                        |
|   |        |                        |
| Details of Games & Sports and other curricular activities |        |                        |
|   |        |                        |
|   |        |                        |
|   |        |                        |

| Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept. |             |           |          |
|--|-------------|-----------|----------|
| S.No.  | Particulars | Organized | Attended |
| 1  | Seminars    |           |          |
| 2  | Conferences |           |          |
| 3  | Workshops   |           |          |
| 4  |             |           |          |
| Total  |             |           |          |

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

|   |        |
|---|--------|
| 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 2019-2020 to be enclosed.  |        |
| 3. Measures taken by the College to prevent ragging.  |        |
| RTI Act   |        |
| Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)                                 | Yes/No |
| Name of the PIO :   |        |
| Name of the APIO :  |        |
| Women Protection cell   |        |
| Whether the college has appointed Women Protection Cell. (Enclose a copy)   |        |
|   |        |
| Redressal Grievances Committee  |        |
| Whether the college has appointed Redressal Grievance Committee. (Enclose a copy)   |        |
|   |        |
| Any other Information:  |        |
|   |        |

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021

Signature of the  
Secretary/Correspondent  
Name:  
Date:

Signature of the Principal  
Name:  
Date:

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