OSMANIA UNIVERSITY
HYDERABAD - 500 007

No. 413 /H/Hotel Mngt/2021-2022/Acad.IV-1   Dated: 14 -07-2021

To
The Secretary/Principals of all the
Affiliated Colleges of Osmania University
offering **Hotel Management Courses.**

Sub:- Affiliation – Affiliated Colleges – Inspection for considering grant of extension of provisional affiliation to offer **Hotel Management Courses** for the academic year **2021-2022** – Reg.

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 **Hotel Management Courses** for the academic year 2021-2022. The Inspection Committee will be visiting the Colleges for considering grant of extension of provisional affiliation to the College to offer **Hotel Management Courses for the academic year 2021-2022.**

The management of the College is therefore, directed to submit the filled in application form placed on the University Website with all necessary documents as mentioned in the Annexure 'A', without fail, along with the prescribed fee of **Rs.20,000/- per course** through a Demand Draft in favour of "the Registrar, Osmania University" on any nationalized bank on or before **31-07-2021**, towards Inspection and Processing Fee for the academic year 2021-2022**. The application form may be downloaded from the University website** www.osmania.ac.in

Further, it is requested to keep 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 Technology, OU.
2. The Chairperson, Board of Studies in Hotel Management, OU.
3. The Director, Directorate of Academic Audit, OU.

ANNEXURE 'A'

1. Latest compliance reports
2. List of teaching staff in the prescribed format.
3. Proceedings of OU Selection Committee for the faculty
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. Details of accommodation - Room wise, floor wise, and details of accommodation allocated course wise.
9. Staff Attendance Register, Teaching Diaries
10. Student Attendance Registers.
11. Library Accession Register – with details of books / Journals added during the last academic year.
12. Library Books Issue Register.
13. Acquittance Register.
14. Bills / Payment receipts / Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, computers, licensed Software.
15. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
16. Valued Answer Scripts of Internal Assessment Test and statement of marks sent to the Examination Branch during the last academic year.
17. Bank Pass Book / Bank Statement of the financial transactions.
18. Enclose the report of Anti-Ragging Committee and measures taken by the College.
19. Display the college name prominently stating that the College is affiliated to Osmania University and also enclose photograph of the College building.

OSMANIA UNIVERSTY
HYDERABAD – 500 007

APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER HOTEL MANAGEMENT COURSE(S) FOR THE ACADEMIC YEAR 2021-2022

(Application should be submitted course wise separately)

Part – I Basic Information about the Institution:

(i)	Institution Details	Name			
		Postal address			
		Contact No	Tel. #		Fax #
		E-mail address			
		Website address			
		Year of Establishment		AISHE Code	
(ii)	Society Details	Name			
		Registration No. & Date			
(iii)	If it is an affiliated college established after 2012 has fully complied with all the provisions contained in the UGC (Affiliation) Regulations, 2012?			Yes/No	
(iv)	Details of the President/ Secretary:	Name:			
		Contact No:	Tel. #		Mob. #
		E-mail address:			
(v)	Details of the Principal:	Name:			
		Contact No:	Tel. #:		Mob. #:
		E-mail address:			
		Whether appointed through OU Selection Committee			Yes/No
(vi)	Accommodation Details	Owned / Leased If, leased does it had valid period?			
		Date of Expiry of Registered Lease Deed			
(vii)	Affiliation Type:	Temporary / Permanent / Any other specify			
(viii)	Institution Type and Status:	Minority/Non-Minority – Co-Education/Women			
		Stand Alone / Multi Discipline			
		General/Professional/Technical/Vocational			
(ix)	Had it obtained the approval of respective regulatory body to run the program? (AICTE/ NCTE/ NCHMCT/ NCTVE/ TSCHE/ University)				

(x)	Program Offered by the Institution	No.	Program Name	Intake	No. of Sections	Working Hours

(xi)	Has the institution granted conditional affiliation?	
(xii)	Is the Institution/Society/Trust is running courses other than approved by University?	Yes/No
(xiii)	Whether prior approval of regulatory body was obtained to run such courses?	Yes/No
(xiv)	Is the Institution is accredited by NAAC and/or NBA for its Programs?	Yes/No
(xv)	Is the Institution is participating in National Institutional Ranking Framework (NIRF)	Yes/No
	Is the Institution having a Governing Council/Board? If, yes provide its composition	Yes/No
(xvi)	University Nominee — Governing Body	Yes/No
	University Nominee — Selection Committee	
(xvii)	Number of Governing Body Meetings held in preceding academic year	
(xviii)	Whether Compliance Report submitted for the preceding academic year	
(xix)	Whether the conditions stipulated are: **Fulfilled / Partially fulfilled / Not fulfilled**	Yes/No

Part-II – Academic Programs (Information is to be provided Institution/department – wise

(i)	Academic Programs/Courses offered (Mention name of the course)						
	Program	Sanctioned Intake	Actual Enrolment			Remarks	
			I Yr	II Yr	III Yr		
	UG						
	PG						
	Ph.D.						
	Other (Specify)						

(ii)	Total Number of Women Students	
(iii)	Temporal plan of academic work (Semester/Annual system)	
	Block Time-Table for the Program – Year and Semester wise (Enclose a Copy)	
(iv)	Curriculum Delivery Practices — Audio-Visual Teaching Approach	
	Online Courses (MOOCs, OERs etc.)	
	Guest Lectures	
(v)	Apart from classroom instruction, what are the other avenues of learning provided for the students? (Projects, Internships, Field works, Seminars, etc.	
(vi)	Does the Institution have a continuous internal evaluation system?	
(vii)	Are students shown examination answer sheets after Evaluation?	

(viii)	Result Analysis	I Yr		II Yr		III Yr		% Graduated	
		Appeared	Passed	Appeared	Passed	Appeared	Passed		

(ix)	Placement record	Year Before Year	Previous Year	Current Year	% through Campus	

(x)	Academic Records:	Attendance Registers	Yes/No
		No. of Students with Less than 65% Attendance	
		No. of Students having attendance between 65.00 – 74.99%	
		Maintain Proper Entries of Sessional Marks	Yes/No
		Maintain Academic Diaries	Yes/No
		Institution-wise and Course-Wise results for the last 3 years	

(xi)	Implementation of mandatory Internship policy for students	
(xii)	Implementation of Student Induction Program	

(xiii)	Admission procedure for various courses- through	Special entrance test.	
		Interviews	
		Academic record	
		Combination of the above	
		Method of arriving at the merit list	

(xiv)	If the Institution is admitting students through National level test, furnish the number of examination centers	
(xv)	Whether admission procedure is available on the institution website and in the prospectus and application forms widely available?	
(xvi)	Details of the eligibility criteria for admission to various programs/ courses and whether admission policy laid down and circulated	
(xvii)	Relaxation/Reservation provided in admission	
(xviii)	Whether any management quota is available for admission? If yes, Details	
(xix)	Admission policy with regard to NRI and overseas students	
(xx)	Does the Institution follow fair and transparent procedure for admission?	

Part III – Faculty

(i)	Faculty required as per the norms of statutory council(s) concerned /UGC	Qualified and well trained for the courses?								Yes/No
		Adequate as per the Norms?								Yes/No

(ii) No. of permanent faculty (Department – wise):

Department	Faculty as per the norms			Faculty Appointed			Faculty actually available			Total Women Faculty
	Head	Sr. Lecturer	Lecturer	Head	Sr. Lecturer	Lecturer	Head	Sr. Lecturer	Lecturer	

(iii) Information about permanent/regular faculty (Institution –wise and Department wise)

Dept	Name of the Faculty	Designation	Age	Educational Qualification	Experience in Yrs		Date of Appointment	Date of Ratification	Scale of pay
					Teaching	Research			

(iv)	Details (Institution-wise and Dept./Course-wise) of regular/ temporary/ visiting/ guest faculty	
	Number of Faculty Ratified by the Affiliating University	
	Percentage (%) of regular faculty	
	% of the temporary /visiting/guest faculty to regular faculty	
	Ratio of temporary /visiting/guest faculty to regular faculty	
(v)	Ratio of faculty with PhD degree to total number of faculty]	
(vi)	Ratio of faculty with M.Phil. Degree to total number of faculty	
(vii)	Ratio of Faculty to Student (per program per institution)	
(viii)	Ratio of teaching to non-teaching staff (Institution-wise)	
(ix)	Faculty Evaluation	Self –appraisal evaluation	Yes/No
		Peer review	Yes/No
		Students evaluation	Yes/No
		Others (specify)	
(x)	Pay scales received by faculty	UGC Pay /State Govt. scales	
		Others (specify)	
	Details of Salary Paid	Cheque /Cash/NEFT	
(xi)	Facilities for teaching staff	Residences	Yes/No
		Office rooms/ cubicles	Yes/No
		Computers	Yes/No
		Any other (specify)	Yes/No
(xii)	No. of Faculty Nominated for Orientation/ Refresher Courses	Orientation Courses	
		Refresher Courses	
(xiii)	No. of Faculty Successfully Completed the Online Programs	MOOCs	
		ARPIT	
(xiv)	No. of Faculty Nominated in Statutory Bodies (BoS, AC, BoG etc.)		
(xv)	No. of faculty members who have award/honor	National	
		International	
(xvi)	No. of Faculty associated with Professional Bodies	National	
		International	
(xvii)	No. of Faculty Participated in Seminars/ Symposia/ Conferences/ Workshops	National	
		International	
(xviii)	No. of Books Published by the Faculty	National	
		International	

Part-IV – Infrastructure – Hotel Management Institution

(i)	Land (required as per the norms of statutory council(s) concerned and actual available)	Particulars	As Per Norms			Actual
			AICTE	NCHMCT	TSCHE	
		Total land available in Acres (Metro City)	0.5	0.5	1.0	
		Land is legally registered on Institution/Society	Yes/No			
		Possess undisputed ownership of land	Yes/No			
		Institution in leased/ owned premises				

Buildings (required as per the norms of concerned statutory council(s) and actual available)

	Building/Faculty		Total Area (Sq.M)			Status of Building (Complete/Incomplete)	Value in Rs. (Lakh)
(ii)			AICTE	NCHMCT	TSCHE		
	Administrative		400	250	140		
	Academic	Instructional	1000	1420	500		
		Central Facilities	500	450	180		
	Amenities	Essential	500	220	120		
		Desirable	350	200	20		
	Total value		2750	2540	960		

Administrative Facilities:

Particulars	Total Area (Sq.M)			Available Area (Sq.M)	Remarks
	AICTE	NCHMCT	TSCHE		
Principal's Office	30	30	20		
Administrative Office	150	100	30		
Committee Room	20	-	20		
Record/Examination Room	30	50	20		
Head's Cabin	20	10	-		
Staff Room	60	60	30		
Maintenance / Store Room	60	-	20		
Placement Office	30	-	-		
Total value	400	250	140		

Academic Facilities:

Particulars		Number	Total Area (Sq.M)			Available Area (Sq.M)	Remarks
			AICTE	NCHMCT	TSCHE		
Class Rooms		3	66	72	60		
Tutorial Room		2 (0)	66	34	-		
Program Specific Labs	Food Production	4 (3)	66	100	40		
	Hospitality	3 (2)	66	100	40		
	House Keeping	3 (2)	66	100	40		
	Other Service	1	66	200	40		
Central Facilities	Library & Resource Center	1	150	100	60		
	Computer Center	1	75	60	60		
	Instrumentation Center	1	75	50	60		
	Language Lab & MOOCs	1	75	60	-		
	Seminar Hall	1	132	200	-		
Total Value		21	1499	1870	680		

Particulars	Total Area (Sq.M)			Available Area (Sq.M)	Remarks
	AICTE	NCHMCT	TSCHE		
Visitor's Lounge	40	-	-		
Student's Lounge	150	150	40		
First Aid Room	10	20	-		
Cafeteria	150	-	60		
Toilets	150	50	20		
Total Value	500	220	120		

Amenities – Desirable

Particulars	Total Area (Sq.M)			Available Area (Sq.M)	Remarks
	AICTE	NCHMCT	TSCHE		
Indoor Games	100	-	20		
Auditorium	250	-	-		
Total Value	350	-	20		

(iii)	Central Instrumentation Facility - Space (Carpet Area) and Equipment (costing more than Rs.1 lakh) - required as per the norms of statutory council(s) concerned and actual available Total Space in Sq.M

Item Description (make/model)	Purchase Date	Value (Rs)	Present Condition
------	---	Total:	

(iv)	Central Computational Facility (as per the norms of concerned statutory council(s) and actual available) Total Space in Sq.M

Particulars		As per AICTE norms	Actual	Remarks
No. of Computers		1:6		
Networked – All Systems		Wi-Fi with 4/5 Hot Spots		
Internet Speed		32 – 200 Mbps		
Software	Licensed	1		
	Application	10		
	Open Source	10		
Printers		5%		

Central Sports Facilities (as per the norms of concerned statutory council(s) and actual available)

(v)	Particulars	As per norms			Actual
		AICTE	NCHMCT	TSCHE	
	Open Play Ground(s) for Outdoor sports				
	Track for Athletics				
	Basketball Courts/ Squash/Tennis Courts				
	Cricket field(s)				
	Swimming Pool (Size)				
	Indoor Sports Facilities - Including Gymnasium	100	-		
	Other sports facilities (specify)				

(vi)	Central Library Facility (as per the norms of concerned statutory council(s) and actual available)				
	Total Space in Sq.M				
	Particulars		As per norms		Actual
	Computer/Communication Facilities		10		
	Facilities to Access Online Courses (Digital Lounge)				
	No. and capacity of reading rooms		25		
	Member of National Digital Library		Yes/No		
	Whether digitized for Computerized Indexing		Yes - % digitized		No
	Availability of bar coding for RF Tagging		Yes/No		
	Library Automation Software				
	Reprographic facilities		1		
	Issue & receipt of books		Computerized: Yes/No		Manual: Yes/No
	Total No. of Books with Annual Increment	Titles	100 + 50		
		Volumes	500 + 250		
	Total no. of reference books				
	Total No. of Research Journals	Indian	5		
		Foreign	2		
	Total No. of Magazines				
	Total No. of e-Journals Access				
	Information in electronic/digital form		50% Of Total Titles		
	Total value of books, journals, magazines				

(vii)	Central Facilities for Students (required as per the norms of concerned statutory council(s))			
	Particulars	AICTE	Actual	Remarks
	Placement & Training Center	30		
	Coaching Center / Innovation Cell	100		
	Entrepreneurship Development Center	100		
	Auditorium	250		

(viii)	Recreational and Residential Facilities for faculty, students and non-teaching staff					
	Particulars			AICTE	Actual	Remarks
	Recreational Facilities	Faculty Lounge	Women	75		
			Men	75		
		Staff Lounge	Women	75		
			Men	75		
		Students Lounge	Girls	75		
			Boys	75		
	Residential Facilities	Hostel for Students	Boys	5 each		
			Girls	5 each		
		Quarters	Faculty	150		
			Staff	120		
		Guest House		300		

Part-V – Fee Structure, Scholarship and Finances

I	Fee Structure					
(i)	Course-wise Fee Structure per semester (please provide head-wise details of total fee charged) (Pl. Use separate sheets, if necessary)					

Type of fee	Merit	Reserved	Management	NRI	Overseas
Tuition fee					
Development fee					
Examination fee					
Admission fee					
Hostel fee					
Others (specify)					
Total fees					

(ii)	Is the fee structure available on University website and in the prospectus	Yes/ No
(iii)	Basis of fee structure – Cost Sharing/Subsidized	
(iv)	Mode of fees collection – Digital/Manual	
(v)	Are there complaints of payments without receipts?	Yes/No
(vi)	Is the mode of fees collection transparent?	Yes/ No
(vii)	Are the students and parents sufficiently informed about the fees and charges payable?	Yes/No
(viii)	Does the Institution follow its own declared policy in collecting any fees or charges or are there some charges over and above the publicly stated fee structure?	Yes/No
(ix)	Are the fees reasonable compared to costs involved in running the programs and to other similar Institutions?	Yes/No
(x)	Fee concession /scholarships provided to students	Yes/No
II	Scholarship/Educational Loan	
	Endowment Sponsored	
	Alumni Sponsored	
	Industry Sponsored	
	Institution Sponsored	
	Government Sponsored	
	Institutional Loan	
	Bank Loan	
III	Institutional Finance	
(i)	Whether the Institution is receiving any funds from Central/State Government for any purpose including research? If yes, provide details.	
(ii)	Whether the Institution has adequate financial resources at any given time to meet the recurring expenditure for at least one year?	

(iii)	Whether any corpus is created? If so, furnish the details of value of fund	Institutional Development	
		Faculty and Staff Development	
		Operation and Maintenance	
		Research Development	
		Pension Development	
		Scholarship Development	
(iii)	Enclose audited income-expenditure statement for the last three years		

Part-VI- Outreach Activities

A.	Collaboration with Industries and Consultancy services			
(i)	Is Industry – Institute Interaction Cell established?	Effective Collaboration Strategy		
(ii)	Industry /Institution Interface (outreach to other Institutions/ Industry): give details of collaboration for	Joint research		
		Evaluating industry's research		
		Skill development		
		Placement		
		Any other purpose (specify)		
(iii)	Is there any collaborative arrangement with industry for visiting faculty/part-time/ guest lecturers? If yes, give details of the following:	No. of such faculty members		
		Departments where they take classes		
		Courses for which they are engaged		
		Whether they share teaching load or full charge of courses		
		Are they paid any remuneration?		
(iv)	Are there academic programs / courses specially designed/ predominantly catering to the requests of any industry? If yes, give details on:	Course name		
		Intake capacity		
		Fees charged		
		Classes conducted	Institution	
			Jointly	
		Evaluation Process	Faculty	
			Industry	
(v)	Give list of faculty members, and their area of specialization who are capable of offering consultancy services to the industries			
(vi)	Consultancy and work undertaken and grants received for consultancy in the last 3 years			
B	Community Engagement Activities			
(i)	No. and Names of Educational Programs arranged for the community			
(ii)	Community Sensitization Programs			
	Swatch Bharat – Swasth Bharat Abhiyan			
	Unnat Bharat Abhiyan			
	Ek Bharat – – Shresht Bharat Abhiyan			
(iii)	Any other relevant information			

Certificate

This is to certify that all the information provided above is true to the best of my knowledge and belief. The Institution undertakes to adhere to the rules, regulations and guidelines of the University, UGC, Central /State Government and relevant Statutory Council(s).

Principal of the College
Signature (Seal)

Secretary Correspondent
Signature (Seal)

Place:

Date: