OSMANIA UNIVERSITY
HYDERABAD - 500 007

No. 286/H/MBA/2022-2023/Acad.IV-1   Dated: 21-05-2022

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 **2022-2023** – 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 2022-2023. 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 2022-2023. **Kindly note that Inspection Committee would be verifying all the requirements as per AICTE Process Hand Book for the year 2022-2023. 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 2022-2023) for the academic year 2022-2023. 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 **18-06-2022** towards Inspection and Processing Fee for the academic year 2022-2023.**The application form may be downloaded from the University website** 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,

ASSISTANT 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.

<u>ANNEXURE 'A'</u>

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 2021-2022&2022-2023.
   b. PCI permission / renewal for the year 2021-2022 & 2022-2023.
5. State Government permission for the year 2021-2022 & 2022-2023.
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.
24. Number of Governing Body meetings conducted for the academic year 2021-2022. (Minutes to be enclosed).

OSMANIA UNIVESITY
HYDERABAD–500 007
APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
MBA COURSE FOR THE ACADEMIC YEAR 2022-2023

College Name: _____College Code: _____Course:

_____Sanctioned Intake by AICTE: _____

Date of Inspection: _____ Permitted intake byUniversity: _____

DD.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 Phone Nos. E-mail ID:		
3.	Name of the Secretary / Correspondent with Telephone No.(LL) e-mail, Mobile no:		
4	a. Name of the Principal (Pleaseaffix Photograph)		Photo
	b. Qualifications		
	c. Whether appointed through OU Selection Committee.	Yes/No: _____	
	d. Date of Birth		
	e. Mobile No. : E-mail ID: Aadhar Card number: PAN number: Bank Account number:		
5	Nature of accommodation (Ownership/Lease deed)	Document Nos. Own/Lease	
6	Land Area Details	Actual Land Area	Expected Land Area(as per AICTE/Govt. of Telangana)
7	Year of Establishment		

8	Any other Courses run by 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 2022-2023.

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9.	AICTE permission letter No. & Date for the year 2021-2022 and 2022-2023	
10.	State Govt. G.O. No. & Date for the year 2021-2022 and 2022-2023.	
11.	OU Affiliation Order No. & Date for the year 2021-2022.	
12.	i) Whether any other Institutions/Colleges are running in the same premises, ii) If Yes, whether permission from AICTE is obtained.	Yes/No _____ Yes/No _____
13.	Status of the College (In case of MinorityCollege, latest Minority Certificate issued by the competent authority to be enclosed)	Minority/Non-Minority _____ 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 2021-2022 with University nominees (Please mention the dates)	1. 2. 3.
17	Working Hours of the College	
18	Work load statement Teacher–wise (to be enclosed)	
19.	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),	
20	Whether revised pay scales of VI Pay Commission are paid to the staff.	Yes / No _____
21	Details of salary paid. Acquittance Register to be produced. (Enclose bank statement).	Maximum salary / Minimum salary paid	
		Paid through Cheque/Bank: Name of the Bank & Branch:	

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2022-2023.

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) Cadre Ratio 1:2:6 (Professor :Associate Professor :Assistant Professor) (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 2022-2023.

PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

S. No	Name of the Teacher	Designation	Qualifications Whether having MBA I Class	Whether having Ph.D. Degree in Management	Date of Birth	Total no. of years of Exp.	Nature of Appointment Through OU Selection Committee	Management	Photo	Details of i. Aadhar Card number ii.PAN number iii. Bank Account number
1										i. ii. iii.
2										i. ii. iii.
3										i. ii. iii.
4										i. ii. iii.
5										i. ii. iii.
6										i. ii. iii.
7										i. ii. iii.
8										i. ii. iii.
9										i. ii. iii.
10										i. ii. 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 2022-2023.

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 2022-2023)1:6		
Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN / WAN) – All Systems		
Internet Bandwidth 300=32 MBPS Up to 600=48 MBPS 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 year2022-2023.

LIBRARY:	
LIBRARY Total Area (in Sq.m)	
Librarian: Name & qualifications of the Librarian	

Library Facilities:

Type	Number/Quantity
Volumes	
Titles	
National Journals	
International Journals	
Total Amount Spent on Journals during the year 2021-2022	
Subscribed Internationaland National Journals during the year 2021-2022	
Total Amount Spent on Booksduring the year 2021-2022	
Volumes (during the year 2021-2022)	
Titles (during the year 2021-2022)	
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 2022-2023.

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 AICTE Process Hand Book for the year 2022-2023.

Results Analysis (Year wise- Pass Percentage 2021-2022)		
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 2022-2023.

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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 2021-2022to 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)	
Redressel Grievances Committee	
Whether the college has appointed Redressel Grievance Committee. (Enclose a copy)	
Any other Information:	

Note:All the requirements shall be as per AICTE Process Hand Book for the year 2022-2023.

Signature of the
   Secretary/Correspondent
   Name:
   Date:

Signature of the Principal
   Name:
   Date:

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