



OSMANIA UNIVERSITY  
HYDERABAD – 500 007

APPLICATION FOR GRANT OF AFFILIATION TO  
NEW UG COURSES / COMBINATIONS / ADDITIONAL SECTIONS FOR  
THE ACADEMIC YEAR 2014– 2015

For Office use only

Last date for submission of proforma	Rs. 20000/- 19.07.2014
With a late fee of Rs. Rs.5000/- upto 26.07.2014 and Rs. 10000/- upto 08.08.2014	

D.D. for Rs.....	D.D.No.....	Date .....
Registration Number : .....		
Courses applied for : .....		
.....		
Date :	Signature of the Receiver	

1.	Name of the College with complete postal address Tel. No. : Mobile No. : Mail ID :														
2.	College Code No.														
3.	Name of the Society and year of establishment														
4.	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)													
5.	APSCHE / Govt. permission Lr.No. and date, for starting of New UG course (s) / Combination (s) / Additional Sections	No.  Course (s) / Combinations / Sections sanctioned													
6.	Latest OU affiliation orders number/date for all the existing UG & PG courses (enclose a copy)														
7.	Name of the Principal Whether Appointed through Selection Committee :	Yes / No													
8.	University nominee on	Governing body Selection Committee Tenure / Period													
9.	Nature of accommodation (Copies of ownership/Lease deed to be enclosed)	a) Own / Leased : b) Total Plinth area of the building :													
10.(a)	Details of courses other than those started during 2010-11 (enclose a copy of the affiliation orders)														
U.G. Courses															
B.A.				B.Com				B.Sc.				B.Sc. (Contd.)			
Combi- nation	Year of sanction	Intake	Medium	Combi- nation	Year of sanction	Intake	Medium	Combi- nation	Year of sanction	Intake	Medium	Combi- nation	Year of sanction	Intake	Medium

10 (b)		P.G. Courses (Subject wise)								
(i) M.A.	1.	2.	3.	4.						
(ii) M.Sc.	1.	2.	3.	4.						
	5.	6.	7.	8.						
(iii) M.Com	Yes /No	(iv) Other Courses, if any : 1. 2.								
11.	<b>Accommodation details for the UG courses other than those started during 2013-14</b> (Details of course wise allotment of rooms indicating the room number and the plinth area of each Class room/Laboratory / Library/ Ladies waiting room to be enclosed)	a) No. of Class rooms			B.A.					
					B.Com.					
					B.Sc.					
		b) No. of Labs (subject wise)								
		Chemistry	Botany	Zoology	Physics	Electronics	Computers	Bio Technology	Bio Chemistry	Genetics
		c) Library/Reading Room								
		d) Ladies Waiting room								
12.	<b>Accommodation for existing PG &amp; other courses</b> (Details of course wise allotment of rooms indicating the room number and the plinth area of each Class room/ Laboratory / Library (to be enclosed)	Course	No of Class rooms	No. of Laboratories	Any other information					
13.	<b>Accommodation provided for New Courses/Combinations</b> (details to be provided separately in a statement indicating room number and the plinth area of each room)	Combination	No. of Class rooms	Any other information						
		(i)								
		(ii)								
		(iii)								
14.	<b>Amount spent on purchase of equipment for each laboratory of proposed course(s)</b> (statement showing details of equipment purchased subject wise along with documentary evidence to be enclosed)									
15.	<b>Amount spent on purchase of books (subject wise) for the purposed course (s)</b>									
16.	<b>Whether the College is working on Shift system</b>	Yes / No (If yes specify the time /permission letter)								
17.	<b>Whether the additional accommodation provided for the new courses / combinations is in the same premises or in a different premises</b>	Same premises / Different premises (In case accommodation is in a different premises enclose copies of ownership / lease deed)								
18.	<b>No. of teachers appointed</b> (List of subject wise teachers indicating date and nature of appointment to be enclosed)	Appointed through Selection Committee	Appointed by the Management (Adhoc)							
19.	<b>Library facilities available in the college</b> (subject wise number of titles and Volumes is to be given separately)	No. of titles								
		No. of Volumes								
		Amount spent during last academic year								
20.	<b>Whether the college accounts are audited or not</b>	Yes / No ( ) (If yes, copy of the latest audit statement to be enclosed)								
21.	<b>Number of Governing Body meetings conducted during Last year</b> (mention the dates)	1								
		2								
		3								

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 starting New UG. Course(s) as per the Osmania University norms before the Inspection is conducted. The University may conduct Affiliation Inspection on any day after the registration form is submitted.

( )  
Signature of the Principal  
With name and seal

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

NOTE :1. All the applicants should submit the application form along with Demand Draft and the relevant enclosures in person at the Academic Branch, O.U. directly and obtain receipt. The application form should not be submitted in the Dak Branch of Osmania University. Incomplete applications will summarily be rejected without any correspondence.

2. Statement showing details of infrastructural facilities, subject wise laboratory equipment and books procured, if any, after registration along with documentary evidence to be submitted to the University Inspection Committee at the time of the Inspection.

List of enclosures:

1. Copy of APSCHE / Government permission letter [as per S.No.5].
2. Demand Draft for drawn in favour of the Registrar, Osmania University towards registration and inspection fee. Details of the fees are ;  
Rs. 20,000/- upto a maximum of three Combinations / Courses and  
Rs. 5,000/- for every additional combination thereof.
3. Copy of the latest O.U. Affiliation orders for all the existing course [as per S.No.6].
4. Copies of appointment letter of Governing body nominee and Selection Committee. [as per S.No.8].
5. Copies of the ownership / Regd. Lease deed for building (s). [as per S.No.9].
6. Statement showing the course wise allotment of rooms along with room Nos. and plinth area of each room and subject wise allotment of laboratories along with plinth area for the existing course. [as per S.No. 11 & 12]
7. Statement showing the accommodation (rooms and laboratories) identified for new Courses/Combinations. In case new accommodation is shown, copy of ownership / Regd. Lease deed for the building to be enclosed [as per S.No. 13].
8. Statement showing the amount spent on Laboratory equipment including work tables etc., and purchase of books for the proposed course(s) [as per S.No.14 & 15].
9. List of teachers subject wise indicating date and nature of appointment. [as per S.No. 7 & 16]. Also enclose the University approval for the appointment of Principal and teaching staff.
10. Copy of the latest audit statement.

PROFORMA FOR PARTICULARS OF PRINCIPAL AND TEACHING STAFF

SNo	Name of the Teacher	Designation	Qualification	University where studied	Division & percentage	Experience	Nature of Appointment	
							Through OU Selection Committee	Management

PROFORMA FOR ACCOMMODATION DETAILS

Floor	Room No.	Dimensions (Sft.)	Purpose

RECEIPT

Received an application for grant of affiliation to New U.G. courses/Combinations/Additional Sections for the academic year 2014-15 along with Demand Draft for Rs..... No..... Date..... Bank..... drawn in favour of Registrar, O.U. towards registration and Inspection processing fee. The registration No. of application is .....

Date :

Signature of the Receiver  
Name :

Designation :

NOTE: Statement showing details of infrastructural facilities, subject wise laboratory equipment and books procured if any, after registration alongwith documentary evidence to be submitted to the University Inspection Committee at the time of the Inspection.