

11 (a) Details of existing courses along with sanctioned intake :																									
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										
11 (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.																	
12.	Accommodation details for the existing UG courses (Details of course wise allotment of rooms indicating the room numbers 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	Micro Biology	Nutrition
								c) Library/Reading Room																	
d) Ladies Waiting room																									
13.	Accommodation for existing PG & other courses (Details of course wise allotment of rooms indicating the room numbers and the plinth area of each Class room/ Laboratory / Library (to be enclosed)							Course	No of Class rooms	No. of Laboratories	Any other information														
14.	Accommodation provided for New P.G. course (s) (details to be provided separately in a statement indicating room numbers and the plinth area of each room)							Course	No. of Class Rooms	No. of Laboratories															
								(i)		i)															
										ii)															
								(ii)		iii)															
										iv)															
								(iii)		v)															
		vi)																							
15.	Amount spent on purchase of equipment for each laboratory of proposed course(s) (Statement showing details of equipment purchased subject wise along with documentary evidence to be enclosed)																								
16.	Amount spent on purchase of books (subject wise) for the proposed course (s)																								
17.	Whether the College is working on Shift system							Yes / No (If yes specify the time /permission letter)																	
18.	Whether the additional accommodation provided for the new courses/ combinations is in the same Premises or in a different premises							Same premises / Different premises (In case accommodation is in a different premises enclose copies of ownership / lease deed)																	

19.	No. of teachers appointed (List of subject wise teachers indicating date and nature of appointment to be enclosed)	Appointed through Selection Committee	Appointed by the Management (Adhoc)
20.	Library facilities available in the college (subject wise number of titles and Volumes is to be given separately)	No. of titles	
		No. of Volumes	
		Amount spent during last academic year	
21.	Whether the college accounts are audited or not	Yes / No () (If yes, copy of the latest audit statement to be enclosed)	
22.	Number of Governing Body meetings conducted during Last year (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 P.G. 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 alongwith 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. Xerox copies of the Corpus Fund [as per S.No.6]
3. Demand Draft for Rs. 17,500/- for each subject to be drawn in favour of the Registrar, Osmania University towards registration and inspection fee. Details of the fees are :
4. Copy of the latest O.U. Affiliation orders for all the existing courses. [as per S.No. 7]
5. Copies of the appointment letter of Governing body nominee and Selection Committee.
6. Copies of Ownership / Regd. Lease deed for building(s). [as per S.No. 10]
7. Statement showing the course wise allotment of rooms along with room numbers and plinth area of each room and subject wise allotment of laboratories along with plinth area for the existing courses. [as per S.No. 12 & 13]
8. Statement showing the accommodation (rooms and laboratories) identified for new course(s). In case new accommodation is shown, copy of ownership / Regd. Lease deed for the building to be enclosed. [as per S.No. 14]
9. Statement showing the amounts spent on Laboratory equipment including work tables, etc., and purchase of books for the proposed course(s) [as per S.No. 15 & 16]
10. List of teachers subject wise indicating date and nature of appointment. [as per S.No. 8 & 19]. 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 P.G. course along with Demand Draft for (i) Rs..... No..... Date.....
(ii)Rs..... No..... Date..... Bank.....
drawn in favour of Registrar, O.U. towards registration and Inspection processing fee. The registration number 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 along with documentary evidence to be submitted to the University Inspection Committee at the time of the Inspection.