## OSMANIA UNIVERSITY
## HYDERABAD - 500 007

No. 295 /H/Hotel Mngt/2022-2023/Acad.IV-1          Dated: 25-05-2022

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 **2022-2023** – Reg.
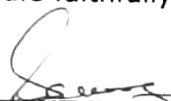
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Sir/Madam,

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 **Hotel Management Courses** 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 **Hotel Management Courses for the academic year 2022-2023.**

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 **10-06-2022**, 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 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 Technology, OU.
2. The Chairperson, Board of Studies in Hotel Management, OU.
3. The Director, Directorate of Academic Audit, OU.

# OSMANIA UNIVERSTY
## HYDERABAD – 500 007

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER HOTEL MANAGEMENT COURSE(S) FOR THE ACADEMIC YEAR 2022-2023**

### (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) | | | | |

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

| | | |
|---|---|---|
| (xi) | Has the institution granted conditional affiliation? | Yes/No |
| (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 |
| (xvi) | Is the Institution having a Governing Council/Board? If, yes provide its composition | Yes/No |
| | University Nominee — Governing Body | |
| | 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 | Yes/No |
| (xix) | Whether the conditions stipulated are: **Fulfilled / Partially fulfilled / Not fulfilled** | |

..2.

**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? | |

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

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

| | | | |
|---|---|---|---|
| (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

| | Land (required as per the norms of statutory council(s) concerned and actual available) | Particulars | As Per Norms | | | Actual |
|---|---|---|---|---|---|---|
| | | | AICTE | NCHMCT | TSCHE | |
| (i) | | 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) | | | | | | |
|---|---|---|---|---|---|---|---|
| (ii) | Building/Faculty | | Total Area (Sq.M) | | | Status of Building (Complete/Incomplete) | Value in Rs. (Lakh) |
| | | | 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 | | |

Amenities – Essential.

| 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% | | |

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

| 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) | | | | |

| | Central Library Facility (as per the norms of concerned statutory council(s) and actual available) | | | |
|---|---|---|---|---|
| (vi) | 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 | | | |

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

| | Recreational and Residential Facilities for faculty, students and non-teaching staff | | | | | |
|---|---|---|---|---|---|---|
| (viii) | 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).

<table>
<tr><td><b>Principal of the College</b><br>Signature (Seal)</td><td><b>Secretary Correspondent</b><br>Signature  (Seal)</td></tr>
</table>

Place:

Date: