



**OSMANIA UNIVERSITY
HYDERABAD - 500 007**

No. 169/H/MBA/2018-2019/Acad.IV-1

Dated: 28-02-2018

To
The Secretary/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 2018-2019– 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 MBA Course for the academic year 2018-2019. The Inspection Committee will be visiting the Colleges in the last week of March, 2018, (tentatively) for considering grant of extension of provisional affiliation to the College, to offer MBA Course for the academic year 2018-2019. Kindly note that Inspection Committee would be verifying all the requirements as per AICTE process hand book for the year 2018-2019. Hence, the Secretary/Principal of the College may ensure the compliances, as per AICTE norms (AICTE process hand book for the year 2018-2019) for the academic year 2018-2019.

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 14-03-2018 towards Inspection and Processing Fee for the academic year 2018-2019. 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,

Sd/-

ASSISTANT REGISTRAR
(Academic)

Copy to:

1. The Dean, Faculty of Management, OU.
2. The Head, Dept. of Business Management, OU.
3. The Director, Directorate of Academic Audit, O.U.

ANNEXURE 'A'

1. Latest compliance reports
2. List of teaching staff in the prescribed format.
3. Proceedings of OU Selection Committee for the faculty appointed.
4. AICTE permission / renewal for the year 2017-2018 & 2018-2019.
5. State Government permission for the year 2017-2018 & 2018-2019.
6. Minority Status Certificate/Letter
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.



**OSMANIA UNIVERSITY
HYDERABAD-500 007**

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
MBA COURSE FOR THE ACADEMIC YEAR 2018-2019**

College Name: _____ College _____
 Code: _____ Course _____ Sanctioned Intake by AICTE: _____
 Date of Inspection Permitted intake by University: _____
 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 (Please affix Photograph)		Photo	
	c) Qualifications			
	d) Whether appointed through OU Selection Committee.	Yes/No: _____		
	e) Date of birth:			
	f) 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. ofTelangana)	
7	Year of Establishment			
8	Any other Courses run by the College	S. No.	Course(s)	Intake
		1		
		2		
		3		
		4		

Note:All the requirements shall be as per AICTE process hand book for the year 2018-2019.

9.	AICTE permission letter No. & Date for the year 2017-2018 and 2018-2019.	
10.	State Govt. G.O. No. & Date for the year 2017-2018 and 2018-2019.	
11.	OU Affiliation Order No. & Date for the year 2017-2018.	
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 Minority College, 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 _____	
15	Name of the Univ. Nominee on the Selection Committee with period from _____ to _____	
16.	Number of Governing Body Meetings convened during the academic year 2017-2018 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. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid
		Paid through Cheque/Bank: Name of the Bank & Branch:

...3...

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:				

...4....

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		Photo	Details of i. Aadhaar Card number ii. PAN number iii. Bank Account number
							Through OU Selection Committee	Management		
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						

Accommodation Details:		
Particulars	Number	Area (Sq.m) of each
Class Rooms		
Tutorial Rooms		
Seminar Hall		

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 2017-18)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		

<u>LIBRARY:</u>	
LIBRARY Total Area (in Sq.m)	
Librarian: Name & qualifications of the Librarian	
Library Facilities:	
Type	Number/Quantity
Volumes	
Titles	
Books added during the year 2017-2018	
National Journals	
International Journals	
Subscribed International and National Journals during the year 2017-2018	
Total Amount Spent on Books during the year 2017-2018	
Total Amount Spent on Journals during the year 2017-2018	
Reading Room capacity	
Desktops	
E-Journals	
Delnet Membership Details	

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	
Fire Safety Clearance certificate	
Sanitation Certificate (From the Competent Authority)	
Structural Soundness Certificate (From the Competent Authority)	
Occupancy Certificate (from the competent Authority)	
Separate toilets for Boys and Girls	
First aid cum sick Room	
Display of Courses and approved intake at the entrance of the College.	
Permanent name board of the college be displayed (enclose photograph of the College building)	

Results Analysis (Year wise- Pass Percentage 2017-2018)		
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			

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 2016-17 to 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 2018-2019

Signature of the
Secretary/Correspondent
Name:
Date:

Signature of the Principal
Name:
Date: