



OSMANIA UNIVERSITY
HYDERABAD-500 007

No. 312 /MR/Affl./H-PG/2018-19/Acad/IV-2

Date: 06-04-2018

To
The All the Principals/Secretary/Correspondents,
Undergraduate colleges under the jurisdiction of
Osmania University, Hyderabad.

Sub: Affiliation - Affiliated Colleges – Grant of extension of provisional affiliation to PG colleges to offer M.A./M.Com/M.Sc/M.A (Journalism & Mass Communication) /M.Li.Sc/MSW courses for the academic year 2018-19 – Academic Information called for – Reg.

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Sir/Madam,

With reference to the subject cited, I am to inform you that the University has decided to grant extension of provisional affiliation for the academic year 2018-19 to all the PG colleges offering M.A./M.Com/M.Sc/ M.A (Journalism & Mass Communication)/M.Li.Sc /MSW courses under the jurisdiction of Osmania University by conducting inspections to the colleges offering non- lab courses such as (M.A,M.Com,M.Sc(Mathematics) and M.Sc (Computer Science) and M.A (Journalism & Mass Communication)/M.Li.Sc/MSW Courses and by scrutinizing the Academic Information submitted by the colleges which are offering Lab courses i.e M.Sc Courses other than Mathematics and Computer Science.

The Management is therefore, directed to submit the Academic Information in the prescribed application placed on the University website, by remitting prescribed fee as detailed below through Demand Draft drawn in favour of "The Registrar, OU" on any nationalized bank on or before 21-04-2018. The application format may be downloaded from the University website i.e. www.osmania.ac.in mentioned as Academic information application for PG colleges for the academic year 2018-19.

S.No.	Particulars	Fee to be remitted per course
1	M.A (All Courses)/M.Li.Sc, M.A (Journalism & Mass Communication) & MSW /M.Sc (Mathematics and Computer Science) courses	Rs.17,500/-
2	All courses (M.Sc/M.A/M.Com/M.Li.Sc/ M.A (Journalism & Mass Communication) & MSW) which were started during the year 2017-18.	Rs.17,500/-
3	M.Sc All courses (except Mathematics & Computer Science)	Rs.5000/-

Further, the college is informed to enclose all the necessary documents as mentioned in the Annexure without fail. Applications submitted without proper enclosures/evidences will not be accepted and the college will not be considered for grant of extension of provisional affiliation for the academic year 2018-19 and the name of the college will not be included in the PG Counseling 2018.

Yours faithfully,
Sd/-
ASSISTANT REGISTRAR
(Academic)

Copy to:-

1. The Director, Directorate of Academic Audit, OU.

ANNEXURE - A

1. Copy of the Compliance report for the academic year 2017-18;
2. Affiliation orders for the academic year 2017-18;
3. Copies of the FDR of Corpus Fund;
4. Governing Body/Selection Committee nomination letter and Resolution Copies of the Governing Body meetings conducted during the academic year 2017-18;
5. Registered Lease Deed in case of Leased premises along with the Own land documents in the name of the Society;
6. Copy of the approved building plan;
7. Copies of the bills for the purchase of Library Books, Lab equipment, Computers and other furniture purchased during the academic year 2017-18;
8. Affidavit stating that only courses sanctioned by the University are offered in the premises.
9. Details of Teaching & Non-teaching staff in the following format :

I. Principal : Appointed / Not appointed
If Appointed Through Selection Committee/ Management

SNo	Name of the Teacher	Designation	Qualifications	Nature of Appointment		PAN No. (Copy to be enclosed)	Aadhar No. (Copy to be enclosed)
				Through OU Selection Committee	Management		

10. Laboratory facilities :

Subject	No. of labs	Major equipment available	New equipment procured during 2016-17 and amount spent	Area in Sft.

11. Accommodation Details:

Particulars	
Class Rooms	
Seminar Hall	
Staff Rooms	

- 12 . Sanitary Certificate
13. Fire Safety Certificate
14. Play Ground Details
15. Bank statement for payment of salaries to the staff by cheque.
16. Undertaking with regard to conduct of examinations.



OSMANIA UNIVERSITY
HYDERABAD-500007

APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
M.A/M.Com/M.Sc/M.A (Journalism & Mass Communication)/M.Li.Sc and MSW COURSES FOR THE
ACADEMIC YEAR 2018 – 2019

(Application should be submitted course wise separately)

Course : _____

Subject : _____ DD.No. _____ Date _____ Amount : _____

Whether compliance report submitted for the academic year 2017-18
(copy to be enclosed)

1.	Name of the College with complete postal address		
	Tel. No. :		
	Mobile No. :		
	Mail ID :		
	Whether the college is accredited with NAAC	Yes / No	
		If Yes Grade :	
	Whether the college has (12 f) (2 B) status	Yes / No	
Whether the college is running in the same premises as mentioned in permission letter	Yes / No (If No, give the detailed address and permission copy of shifting orders)		
2.	Year of establishment		
3.	College Code No.		
4.	Name of the Society		
	Name of the Secretary/ Correspondent with mobile No. (Copy of the byelaws to be enclosed)		
	Whether the college is running by the same society (as per the college sanctioned orders)	Yes / No If no, (Permission for change of society to be enclosed)	
5.	TSCHE (APSCHE) / Govt. permission Lr.No. and date, for starting of UG College (Copy to be enclosed)	No.	
6.	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)	
7.	Whether the college is running PG courses along with UG courses	Yes / No	
		If Yes, Whether concerned subject in UG is offered in the college	
8.	Latest OU affiliation orders number/date for all the UG & (PG courses if any) (Copies to be enclosed)	UG	
		PG	

9.	Corpus Fund Details (Copies to be enclosed)	FDR No.	Rs.	Date of Maturity
10	Name of the Principal			
	Whether Appointed through Selection Committee :	Yes / No		
11	University nominee (Copy to be enclosed)	Governing body		
		Selection Committee		
		Date of nomination		
	Number of Governing Body meetings conducted during Last year (mention the dates)	1.		
		2.		
		3.		
12.	Nature of accommodation (Copies of ownership/Lease deed to be enclosed)			
	<input checked="" type="checkbox"/> Own or Leased premises	Own / Leased		
	If lease period	Years / from to		
	Type of accommodation	RCC roof / sheds	(Room wise dimensions along with floor wise to be enclosed)	
	Whether the college is running in single building or multiple buildings		Single / Multiple	
	If running in more than one building (copies to be enclosed)	No. of Buildings :		
	Complete address with D.No.	Lease deed No.	Term	From - to
13.	Land Details (Copy to be enclosed)	Document No.		
		Area		
		Location		
14.	Any other courses / Colleges functioning in the same premises (like junior college etc.).	Yes / No (If yes details to be furnished along with the permission letter from the competent authority)		

15.	Extra Activities	NCC wing	Yes / No
		NSS wing	Yes / No
	Details of Games / Sports / Cultural Activities if any		
	Whether the college has placement cell	Yes / No	
		If yes details of placements made	
	Details of the Raging Cases (Enclose copy of the Committee constituted)		

16. Accommodation Details:

Particulars	Number	Area (Sq.ft) of each
Class Rooms		
Seminar Hall		
Laboratories		
Staff Rooms		

17. Details of Computational facilities:

Item	Description (configuration)	Quantity
Desktops		
Internet Bandwidth		

18	Course particulars (Separate sheet to be enclosed as per the format below)				
	Post Graduate				
	SNo.	Course/Combination	Sanctioned intake	Medium	10 seats enhancement (if any)
	Other courses if any				
19	Working Hours of the College				

20.	Work load statement Department-wise, Teacher-wise (to be enclosed)			
21.	Block 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),			
22.	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid		
		Paid through Cheque/ Cash		
23.	Laboratory facilities available in the college (Bills to be enclosed)			
	Subject	No. of labs	Major equipment available	New equipment procured during 2017-18 and amount spent
24.	Other basic amenities	Play ground	Available / Not available	
		Fire Safety	Available / Not available	
		Parking facilities	Available / Not available	
25. LIBRARY:				
LIBRARY Total Area (in Sq.ft)				
Librarian: Name & qualifications of the Librarian				
Library Facilities:				
Type			Number/Quantity	
Volumes				
Titles				
Books added during the year 2017-18		Volumes		
		Titles		
National Journals				
International Journals				
Total Amount Spent on Books during the year 2017-18				
Total Amount Spent on Journals during the year 2017-18				
Reading Room capacity				
Desktops				
E-Journals				

26. Administrative Area:	
Particulars	Area (in Sq.ft)
Principal Office	
Administrative Office	
Exams Control Office	
Placement Office	
Staff Room	
Sports Room	
27. Amenities:	
Particulars	Available / Not available
Boys Common Room	
Girls Common Room	
Play Ground	
Backup Electric Supply / Generator	
Safety provisions including fire and other calamities	
Transport facility and parking area	
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.	
Permanent name board of the college to be displayed (enclose photograph of the College building)	

28.	No. of admissions during the academic year 2017-18	Course	Sanctioned strength	Admitted strength
		M.A.		
		M.Com		
		M.Sc.		

29.	Results analysis	Course	No. of candidates appeared	No. of candidates passed
		M.A.		
		M.Com		
		M.Sc.		

30. Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.			
S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
Total			

31. 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 2017-18 be enclosed.	
3. Measures taken by the College to prevent ragging.	
32. RTI Act	
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)	
33. Women Protection cell	
Whether the college has appointed Women Protection Cell. (Enclose copy)	
34. Redressal Grievances Committee	
Whether the college has appointed Redressal Grievance Committee. (Enclose copy)	
35. Any other Information:	

36. PARTICULARS OF PRINCIPAL AND TEACHING FACULTY

SNo	Name of the Teacher	Designation	Qualifications	Nature of Appointment		Aadhar No.
				Through OU Selection Committee	Management	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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 UG college / PG College as per the Osmania University norms before the Inspection is conducted. The University may conduct Affiliation/Surprise Inspection on any day after the submission of this format.

NOTE : Formats submitted without proper enclosures/evidences will not be accepted and the college will not be considered for grant of extension of provisional affiliation for the academic year 2018-19.

()
Signature of the Principal
With name and seal

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

UNDERTAKING

I/We _____ Correspondent/Principal
of _____ (Code No. _____ College
offering courses affiliated to Osmania University is hereby submit an Undertaking that we
will adhere by all the rules and regulations stipulated by the Osmania university for smooth
conduct of University examinations. In case of any other examinations to be conducted, the
college will obtain prior permission from the Directorate of Academic Audit, OU in writing
before giving the consent to the concerned, to avoid any clash with University examinations.

Further, we will nominate the names of Two (2) senior Teachers with mobile numbers
from our college to attend the confidential work at Directorate of Academic Audit O.U., for
fair and smooth conduct of University examinations.

We also give assurance to procure the following infrastructure facilities at our college
for Constitution of Examination Centre and make arrangements to download online question
paper at the college immediately:

- High end Computer
- High speed Xerox machine
- Internet facility with Data card
- Generator/UPS
- DTP Operator with Programming skills
- CC Cameras both in confidential section and Chief Superintendent room

The above guidelines will be followed and implemented immediately. We also abide
by the Osmania University Examination rules and norms strictly and if any deviation/violation
of rules is found, we will adhere to the action taken by the University against the college.

Correspondent
Signature
with seal

Secretary
Signature
with seal

Principal
Signature
with seal

Note : One more original copy of this undertaking has to be submitted at the office of the
Director, Directorate of Academic Audit, OU