



OSMANIA UNIVERSITY
HYDERABAD - 500 007

No. 327/H/Engg./2019-2020/Acad.IV-1

Dated: 23-03-2019

To

**All the Secretaries/Principals of
Engineering Colleges Affiliated to
Osmania University.**

Sub:- Affiliated Colleges – Visit of Inspection Committee to consider grant of extension of provisional affiliation to the Engineering Colleges to offer various **UG and PG Engineering Courses** for the academic year **2019-2020** – Reg.

Sir,

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 UG and PG Engineering Courses for the academic year 2019-2020. The Inspection Committee will be visiting the Colleges in the last week of April, 2019 for considering grant of extension of provisional affiliation to the Colleges to offer UG and PG Engineering Courses for the academic year 2019-2020. **Kindly note that Inspection Committee would be verifying all the requirements as per AICTE process hand book for the year 2019-2020. Hence, the Secretary/Principal of the College may ensure that the compliances must be as per AICTE norms (all the requirements shall be as per AICTE process handbook for the year 2019-2020) for the academic year 2019-2020.**

The management of the College is therefore directed to submit the filled in application form placed on the University Website with all the necessary documents as mentioned in the Annexure 'A', without fail, along with the prescribed fee of **Rs.20,000/- per each UG Engineering Course and Rs.25,000/- per each PG Engineering Course** through a Demand Draft in favour of "Registrar, Osmania University" on any nationalized bank on or before **12-04-2019** towards Inspection and Processing Fee for the academic year **2019-2020**. **The application form may be downloaded from the University website www.osmania.ac.in**

Further, it is requested to keep all 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 rolls of the College.

Yours faithfully,

**DEPUTY REGISTRAR
(Academic)**

Copy to:-

- 1.The Director, Directorate of Academic Audit, O.U.
- 2.The Dean, Faculty of Engineering, O.U.
3. The Director (Infrastructure) OU., - with a request to place it on the official website of the University.

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 2018-2019 & 2019-2020.
5. State Government permission for the year 2018-2019 & 2019-2020.
6. Minority Status Certificate/Letter from the competent Authority.
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.
22. Fire Safety Certificate/ Sanitary Certification from the Competent Authority.
23. Implementation of Biometric Attendance, CCTV to be installed within the premises of the Institution and Barrier free built environment to be provided.

10.	AICTE permission letter No. & Date for the year 2018-2019& 2019-2020	
11.	State Govt. G.O. No. & Date for the year 2018-2019 & 2019-2020	
12.	a.OU Affiliation Order No. & Date for the year 2018-2019. b.Is the college/department recognized as a Research Centre by OU. If Yes, the permission letter No. & date., and the period of recognition (enclose a copy of the letter)	Yes/No
13.	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
14.	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
15	Name of the University nominee on the Governing Body with period from _____ to _____, along with letter No: and Date. (Enclose copy)	
16	Name of the University Nominee on the Selection Committee with period from _____ to _____, along with letter No: and Date. (Enclose copy)	
17.	Number of Governing Body Meetings convened during the academic year 2019-2020 with University nominees. Please mention the dates.	
18	Working Hours of the College	
19	Work load statement Department-wise, Teacher-wise (to be enclosed)	
20.	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).	
21	Whether revised pay scales of VI Pay Commission are paid to the staff.	Yes / No
22	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid Paid through Cheque: Name of the Bank and Branch

SUMMARY OF TOTAL INFORMATION

Student's strength:									
A.No. of students on rolls (UG)		I year		II year		III year		IV year	
UG Courses	BE (Course)								
	BE ()								
	BE ()								
	BE ()								
	BE ()								
	BE ()								
	BE ()								
	BE ()								
	BE ()								
	BE ()								
Total									
B. No. of students on rolls (PG)						I year		II year	
PG Courses with specialization	M.E./M. Tech. (Course) (specialization)								
	M.E./M. Tech. () ()								
	M.E./M. Tech. () ()								
	M.E./M. Tech. () ()								
	M.E./M. Tech. () ()								
	M.E./M. Tech. () ()								
	M.E./M. Tech. () ()								
	M.E./M. Tech. () ()								
	M.E./M. Tech. () ()								
	Total								
Name of the Course	Sanctioned intake for first year	First Year students admitted under							
		Convener Quota	Management Quota		Minority (SW-II / III)				
Principal:									
a) Name and Qualifications									
b) Whether appointed through OU Selection Committee						Yes / No			
Faculty Details: (Specify Regular/Adhoc) along with Photo, Aadhar Card number, PAN Card number, Bank Account number									
S.No	Department/ Designation	CSE	IT	ECE	EEE	MECH	Civil	H & S	Total
1	Professors								
2	Assoc. Prof.								
3	Asst. Prof.								
	Total:								

Non-Teaching Staff:									
S.No.	Name of the Dept.	Lab Asst.	Draftsman	Tech. Gr-I	Tech. Gr-II	Comp. Opert.	Programmer	Lab Attdnt.	Total
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
	Total								
<u>LIBRARY:</u> Total Area (in Sq.m):									
Library Facilities:									
Type							Number/Quantity		
Volumes									
Titles									
National Journals									
International Journals									
Library management software									
Reading Room capacity									
Multimedia PC's									
E-Journals									
Delnet Membership Details									
Membership of National Digital Library									
Total Amount Spent on Books during the year 2018-2019. Also specify separately no. of Titles & Volumes									
Total Amount Spent on Journals during the year 2018-2019. Also specify separately no. of National & International Journals									
Whether qualified librarian appointed; if so, mention name and qualification.									

Computational Facilities: (Please refer the AICTE process handbook for the year 2019-2020) UG-1:6, PG-1:4								
Type				Number / Quantity				
Desktops								
Server Machines								
Licensed software								
Network components (LAN / WAN)								
Internet Bandwidth								
Printers / Other equipment								
Arrangement for NPTEL/SWAYAM etc. shall be made available.								
Instructional Area: (Under Graduate/ Post Graduate Degree Courses)								
Particulars/ Course (UG/PG)	1	2	3	.	.	.	H & S	Total
Class Rooms								
Tutorial Rooms								
Drawing Hall								
Staff Rooms								
Laboratories								
Workshop								
Computer Centre								
Library & Reading Room								
Seminar Hall								
Language Laboratory								
Total No. of UG Class/Tutorial Rooms								
Total No. of PG Class/Tutorial Rooms								

Administrative Area: (Please refer the AICTE process handbook for the year 2019-2020)	
Particulars	Area (in Sq.m)
Principal/Director Office	
Administrative Office	
Examinations Control Office	
Placement Office	
Central Stores	
Maintenance	
Housekeeping	
Security	
Amenities: (Please refer the AICTE process handbook for the year 2019-2020)	
Particulars	Available / Not available
Boys Common Room	
Girls Common Room	
Cafeteria	
Backup Electric Supply / Generator	
Safety provisions including fire and other calamities& Fire Safety Clearance certificate	
Occupancy Certificate (from the competent Authority)	
Sanitation Certificate (from the Competent Authority)	
Structural Soundness Certificate (from the Competent Authority)	
Transport facility and Parking Area...in sq.ft.	
Play Ground facilities....area in Sq.mts.	
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.	
Auditorium	
Sports Club/ Gymnasium	
Barrier Free Built Environment	
Biometric System for Staff & Students	
CCTV to be installed in the appropriate locations within the premises	

Results Analysis: (Year wise- Pass Percentage 2018-2019)				
UG Course/Branch	I year	II year	III year	IV year
PG Courses (with specialization)			I year	II year
Placements: (During the academic year 2018-2019)				
Name of the Company			No. of Students Placed	

Whether Physical Director appointed, if so, Mention name and qualifications	
Details of Games & Sports and other curricular activities	
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 2018-2019 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)	
Women Protection cell	
Whether the college has appointed Women Protection Cell. (Enclose copy)	
Redressal Grievances Committee	
Whether the college has appointed Redressal Grievance Committee. (Enclose copy)	
Any other Information:	

Note: All the requirements shall be as per AICTE process handbook for the year 2019-2020

Signature:
Secretary /CorrespondentPrincipal:
Name Name:

Signature:

Date:
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For Under graduate Courses

B.E. – (UG Courses)

Course Details:

a)	Course - B.E (UG Course)					
b)	Year of Starting					
c)	Sanctioned Intake					
Actual strength of students' year wise:						
No. of Students on rolls		I year	II year	III year	IV year	
B.E (UG Course)						
Faculty Details:						
Faculty required 1:20 (Teacher Student Ratio) Cadre Ratio 1:2:6 (Professor : Associate Professors : Assistant Professors) (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:						
Non-Teaching staff:						
Department	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
B.E (UG Course)						
Accommodation Details:						
Particulars		Number		Area (Sq.m) of each		
Class Rooms						
Tutorial rooms						
Laboratories						
Work Shop / Computer Centre						
Staff Rooms						
Dept. Library (if any)						

Note: All the requirements shall be as per AICTE process handbook for the year 2019-2020

List of Laboratories:

S.No.	Name of the Laboratory	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size
1					
2					
3					
4					
5					

Computational Facilities: (Please refer to the AICTE process handbook for the year 2019-2020) PG-1: 6

Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN / WAN)		
Internet Bandwidth		
Printers / Other equipment		

Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.

S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
Total			

Note: All the requirements shall be as per AICTE process handbook for the year 2019-2020

Signature:

Date: Principal:

Name:

For Post Graduate Courses

M.E. (PG Courses)

Course Details:

a)	Course – M.E. (PG Courses)	
b)	Year of Starting	
c)	Sanctioned Intake	

Actual strength of students' year wise:

No. of Students on rolls	I year	II year
M.E. (PG Courses)		

Faculty Details:

Faculty required 1:12 (Teacher Student Ratio)
 Cadre Ratio 1:2 (Professor: Associate Professor/Asst.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:				

Non-Teaching staff:

Department	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
M.E. (PG Courses)						

Accommodation Details:

Particulars	Number	Area (Sq.m) of each
Class Rooms		
Tutorial rooms		
Laboratories		
Work Shop		
Staff Rooms		
Seminar Hall		
Dept. Library		

Note: All the requirements shall be as per AICTE process handbook for the year 2019-2020

List of Laboratories:					
S.No.	Name of the Laboratory	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size
1					
2					
3					
4					
5					

Computational Facilities: (Please refer to the AICTE process handbook for the year 2019-2020) PG-1:4

Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN / WAN)		
Internet Bandwidth		
Printers / Other equipment		

Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.

S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
Total			

Note: All the requirements shall be as per AICTE process handbook for the year 2019-2020

Signature:

Date: Principal:

Name:

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