



**OSMANIA UNIVERSITY
HYDERABAD - 500 007**

No. 476/H/MBA/2019-2020/Acad.IV-1

Dated: 16-04-2019

To

The Secretaries/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 2019-2020 – 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 2019-2020. The Inspection Committee will be visiting the Colleges in the last week of April, 2019,(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 2019-2020. Hence, the Secretary/Principal of the College may ensure that the compliances must be as per AICTE norms (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 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 27-04-2019 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 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 the rolls of the College.

Yours faithfully,

Sd/-
DEPUTY REGISTRAR
(Academic)

Copy to:

1. The Dean, Faculty of Management, OU.
2. The Director, Directorate of Academic Audit, OU.
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
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. Acquittance 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/Payment of Salaries.
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 Certificate 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.



**OSMANIA UNIVERSITY
HYDERABAD-500 007**

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
MBA COURSE FOR THE ACADEMIC YEAR 2019-2020**

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 handbook for the year 2019-2020.2..

9.	AICTE permission letter No. & Date for the year 2018-2019 and 2019-2020.	
10.	State Govt. G.O. No. & Date for the year 2018-2019 and 2019-2020.	
11.	OU Affiliation Order No. & Date for the year 2018-2019.	
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 _____, along with letter no. and date (Enclose copy)	
15	Name of the Univ. Nominee on the Selection Committee with period from _____ to _____, along with letter no. and date (Enclose copy)	
16.	Number of Governing Body Meetings convened during the academic year 2018-2019 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. Acquittance Register to be produced. (Enclose bank statement).	Maximum salary / Minimum salary paid
		Paid through Cheque/Bank: Name of the Bank & Branch:

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

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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:				

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

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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						

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

Accommodation Details and Academic Facilities: Teaching					
Particulars	Number	Area (Sq.m) of each	Number of LCD Projectors(ceiling mounted)	Number of Smart Boards	Internet Connection
	1	2	3	4	5
Class Rooms					
Tutorial Rooms					
Seminar Hall					

- *1.Each Class Room shall be equipped with LCD Projector, Smart Board, Internet connection, etc.
- 2.Seminar Hall shall have proper furnishing and equipment such as LCD Projector, Smart Board, P A System and Executive chairs.
- 3.Every Institute should have MOOCS Facility Centre and Innovation Laboratory.

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 2018-2019) 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		
Arrangement for NPTEL/SWAYAM etc., shall be made available		

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

<u>LIBRARY:</u>	
LIBRARY Total Area (in Sq.m)	
Librarian: Name & qualifications of the Librarian	
Library Facilities:	
Type	Number/Quantity
Volumes	
Titles	
National Journals	
International Journals	
Total Amount Spent on Journals during the year 2018-2019	
Subscribed International and National Journals during the year 2018-2019	
Total Amount Spent on Books during the year 2018-2019	
Volumes (during the year 2018-2019)	
Titles (during the year 2018-2019)	
Reading Room capacity	
Desktops	
E-Journals	
Delnet Membership Details	
Membership of National Digital Library	

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

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	
Separate toilets for Boys and Girls	
First aid cum sick Room	
Display of Courses and approved intake at the entrance of the College.	
Structural Soundness Certificate (From the Competent Authority) - enclose copy	
Occupancy Certificate (from the competent Authority) - enclose copy	
Fire Safety Clearance certificate - enclose copy	
Sanitation Certificate (From the Competent Authority) - enclose copy	
Barrier free built environment to be provided	
Biometric System of Attendance for students & Staff	
CCTV installation in appropriate locations within the premises of the institution	
Permanent name board of the college be displayed-enclose photograph of the College building.	

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

Results Analysis (Year wise- Pass Percentage 2018-2019)		
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			

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

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)	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 handbook for the year 2019-2020

Signature of the
Secretary/Correspondent
Name:
Date:

Signature of the Principal
Name:
Date: