



OSMANIA UNIVERSITY
HYDERABAD – 500 007

No: 68 /MR /H/Law/2019-20/Acad/IV-5

Dated: 28.01.2019

To
The Secretary / Principal
of all the Affiliated Colleges of Osmania University
Offering Law Course(s).

Sub: AFFILIATION– Affiliated Colleges – Inspection of Law college(s) for Considering grant of extension of provisional affiliation to offer LL.B (3 & 5 YDC), (BBALLB- 5 YDC) B.Com LLB-5 YDC, LL.B (Hons) and LL.M course(s) for the academic year 2019-20 – Reg.

Ref: Minutes of the meeting of the standing Committee of the Academic Senate held on 15.12.2018.

Sir / Madam

With reference to the subject cited, I am desired to inform you that the Standing Committee of the Academic Senate at its meeting held on 15.12.2018 has approved the proposal submitted by the Dean, Faculty of Law, O.U, for grant of three year affiliation to private Law colleges affiliated to Osmania University w.e.f, the academic year 2019-20 though the practice of collection of annual Inspection fee continues and the University retains the power to make annual Inspection and to disaffiliate the colleges violating the University norms depending upon inspection Committee report in the larger Interest of Law Students under Osmania University and Legal Education.

In this regard, it is informed that the University has decided to conduct regular Inspections to the colleges offering Law courses for the academic year 2019-20. The Inspection Committee will be visiting the colleges offering LL.B (3 & 5 YDC), BBA LLB- 5 YDC, B.Com LLB -5 YDC, LL.B (Hons) and LL.M course(s) for the academic year 2019-20. The Schedule of the inspections will be informed in due course.

You are, therefore, requested to submit the Filled- in Application Form (Which can be downloaded from the University website i.e., www.osmania.ac.in) on OR before **12.02.2019** and also to keep the following records in **Original** ready, along with one set of Xerox copies for verification by the Inspection Committee.

1. Latest compliance reports.
2. List of teaching staff and staff approval letters obtained from the University for the year 2018-19.
3. BCI's permission / Renewal of TSCHE permission.
4. Minority Status Certificate / Letter.
5. Affiliation Orders of the University for the previous year.
6. Land documents (Enclose registered Sale Deed copies).
7. Registered Lease Deed of the building, if the college is housed in a rented building.
8. Library Accession Register – with details of books, journals added during the last academic year.
9. Library books Issue Register.
10. Acquittance Register for payment of salaries to staff.

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11. Time table for all the years of class work & class tests.
12. Bills / Payment receipts / Bank statements for the purchase of Library books.
13. Staff Attendance Register.
14. Student's Attendance Register and Teaching diaries.
15. Enclose the report of Anti-Ragging committee and measures taken by the college.
16. Display the college name prominently stating that the college is affiliated to Osmania University.
17. Undertaking with regard to the conduct of University examinations.

The Management of the college is requested to remit the following fees towards Inspection & Processing Fee through a demand draft in favour of the "Registrar, Osmania University" and submit the same alongwith the Filled -in Appliation Form for grant of extension of provisional affiliation for the academic year 2019-2020.

1. LL.B (3-YDC)-- Rs. 20,000/-
2. LL.B (5 -YDC)-- Rs. 20,000/-
3. BBA,LL.B (5-YDC) -- Rs. 20,000/-
4. B.Com, LL.B (5YDC) -- Rs. 20,000/-
5. LL.B (Honours) 3 YDC--Rs. 20,000/-
6. LL.M -- Rs. 20,000/- (Per specialization)

You are further 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,



**DEPUTY REGISTRAR
(Academic)**

Copy to:

1. The Dean, Faculty of Law, Univ.College of Law, OU
2. The Head, Dept.ofLaw, Univ.College of Law, OU
3. The Director, Directorate of Academic Audit, OU.
4. The Supdt-II, Academic Branch to make note of action taken on item no. 23 of Standing Committee meeting held on 15.12.2018.



**OSMANIA UNIVERSITY
HYDERABAD – 500 007**

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER
LAW COURSE (S) FOR THE ACADEMIC YEAR 2019-20.**

**APPLICATION SHOULD BE SUBMITTED TO THE UNIVERSITY COURSE-WISE
SEPARATELY ON OR BEFORE 12.02.2019.**

College Name: _____ College Code _____

Course _____ (Spl) _____ Year of starting the Course _____

Date of Inspection _____ Intake _____

D.D.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 telephone No: E-mail ID:	
3	Name and address of the Secretary / Correspondent with telephone nos: Landline : Mobile: E-mail ID:	
4	i). Whether the college is running in the premises / address by the BCI ii). If.No, the reasons and how many years the college is running in the present address.	Yes / No
5	Year of first approval from BCI to the college.	
6	BCI permission letter No. & date for the year 2018-19, and period of permission	
7	State Govt.G.O. No. & Date for 2018-19.	
8	O.U. Affiliation order No & date for the year 2018-19	

Contd..P/2.

9	i).Whether any other Institution / colleges are running in the same premises.	Yes / No	
	ii) If yes, whether permission from BCI is obtained.	Yes / No	
10	Status of the College (In case of Minority college, latest Minority certificate issued by the competent authority to be enclosed)		
11	No. of sections	LL.B (3-YDC) LL.B (5-YDC)	
12	Other courses offered in the same premises (Furnish details)		
13	Particulars of ownership of premises (copies of Registered sale deed / Ownership / Lease deed document copies must be enclosed) II. Total plinth area in Sq.ft. of the building.		
14	I.. Name of the Principal II. Mobile No.		
	II, Whether appointed through duly constituted selection committee	Yes / No	
15	No.of teachers appointed (detailed information to be provided as per the enclosed proforma separately)	Appointed through Selection Committee	Appointed by the Management(Adhoc)
16	Details of Computational and Other Facilities		
	Items	Description (configuration)	Quantity
	Desktop		
	Internet Bandwidth		
	Wifi Facility		
	LCD Projectors in Class rooms (ceiling mounted)		
	Biometric Attendance 1. Staff: 2. Students:		
	CCTV Facility		
17	Whether approval of the University has been obtained for the appointments made.	Yes / No	
18	Name of the University nominee on the Governing Body with period from ___ to ___		
19	Name of the University nominee on the Selection Committee with period from ___ to _____		

20	Number of Governing Body Meetings convened during the academic year 2018-19 with the University nominee.				
21	Library information Books : Titles: Volumes: Journal: National Journals: International Journals: E-Journals:	Total no.till the academic year 2018-19	No.of Books/ Journals Purchased during 2018-19	Amount spent on Library Acquisition during 2018-19	Remarks
22	Working Hours of the College				
23	Provision of basic amenities.	Running water	Available / Not available		
24		Drinking Water	Available / Not available		
		Separate Toilets for Girls / Boys / Staff	Available / Not available		
		Girls waiting room with attached toilets	Available / Not available		
Whether the college appointed Anti-Ragging committee, if so the copy of constitution of Committee and its members be enclosed. Report of the Anti Ragging committee for the year 2018-19 (copy to be enclosed)					
25	No. of students in the year 2018-19 Permitted intake ()	No. of students admitted	No. of students appeared for the examination	No. of students detained.	
	First Year				
	Second Year				
	Third Year				
	Fourth Year				
	Fifth year				
	Other basic amenities	Play ground	Available / Not available		
		Fire safety	Available / Not available		
		Parking-facilities	Available / Not available		

Compliance with the conditions imposed by the University during the previous academic year 2018-19.

1. _____ (Fulfilled/Partially Fulfilled/Not Fulfilled)
2. _____ (Fulfilled/Partially Fulfilled/Not Fulfilled)
3. _____ (Fulfilled/Partially Fulfilled/Not Fulfilled)

We hereby declare that the information furnished in the application is correct and we are liable for any disciplinary action, if found otherwise.

Signature of the Secretary / Principal
Name :
Date:

(Enclosures to S.No: 15)

PROFORMA FOR FURNISHING PARTICULARS OF PRINCIPAL AND TEACHING STAFF

S.No	Name of the Teacher	Designation	Qualification	experience	Date of Joining duty In the present college	Nature of Appointment	
						Through O U Selection Committee	Management
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Signature of the Secretary / Correspondent

Name:

Date :

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 : The College has to submit one original copy of this undertaking to the Director, Directorate of Academic
Audit, OU.