



OSMANIA UNIVERSITY  
HYDERABAD-500 007

No. 268 -MR/H-Education-ICs-/2020-2021/Acad/IV-2

Dt: 02-06-2020.

To  
The Secretary/Principals of all the  
Colleges offering B.Ed/M.Ed/ D.PEd/B.PEd and Spl.Edn Courses  
Affiliated to Osmania University

Sub: Affiliation - Affiliated Colleges – Inspection for considering grant of Extension of provisional affiliation to offer B.Ed/M.Ed/D.PEd/B.PEd and Spl.Edn Courses for the academic year 2020-2021 – Reg.

-o0o-

Sir/Madam,

With reference to the subject cited, I am desired to inform you that the University has decided to conduct inspection to the Colleges offering B.Ed/M.Ed/ D.PEd/B.PEd/Spl.Edn Courses for considering grant of extension of provisional for the academic year 2020-2021 (Inspection Schedule will be informed later).

The Management is therefore, directed to submit the Academic Information in the prescribed application placed on the University website, by enclosing all the documents mentioned in Annexure 'A'.

The Managements are directed to remit prescribed fee of Rs.20,000/- towards inspection and processing fee, through Demand Draft drawn in favour of "The Registrar, OU" on any nationalized bank on or before 25-06-2020. The application format may be downloaded from the University website i.e. [www.osmania.ac.in](http://www.osmania.ac.in) mentioned as Proforma for grant of extension of provisional affiliation for the colleges offering B.Ed/M.Ed/ D.PEd/B.PEd/Spl.Edn Courses for the academic year 2020-2021.

Further, the college is informed to enclose all the necessary documents as mentioned in the Annexure without fail. The documents enclosed are to be duly signed by the Principal of the college with official stamp. Applications submitted without proper enclosures/evidences and principal attestation, will not be accepted and college will not be considered for grant of extension of provisional affiliation for the academic year 2020-2021 and the name of the college will not be included in the EdCET Counseling 2020.

Yours faithfully,

DEPUTY REGISTRAR  
(Academic)

Copy to:-

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

ANNEXURE – A

(Each page of the enclosed should be attested by the Principal with official stamp)

1. Copy of the Compliance report for the academic year 2018-19.
2. NCTE recognized orders for starting of college and also latest recognition orders.
3. List of approved teaching staff in the prescribed format.
4. Copies of the FDR of Corpus Fund.
5. Minutes of the Selection Committee for the existing teaching staff.
6. Minority Status Certificate/Letter.
7. Affiliation Orders of the University for the Academic year 2019-2020.
8. Land Documents (enclose registered sale deed copies).
9. Details of accommodation Room wise, floor wise and details of accommodation allocated course wise.
10. Copies of the Time-table (theory and practicals) clearly marking the Class and initials of teachers in each room.
11. Minutes of the Governing Body meetings.
12. Bills/Payment receipts/Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, Computers etc.
13. Bank Pass Book/Bank Statement of the financial transactions/Salary payments.
14. Enclose the Report of Anti-Ragging Committee and measures taken by the College.



**OSMANIA UNIVERSITY**

**FORMAT FOR SUBMISSION OF INFORMATION TO THE INSPECTION COMMITTEE OF B.Ed/M.Ed/  
D.PEd/B.PEd/ Spl.Edn PROGRAMME FOR THE ACADEMIC YEAR 2020-2021**

College Code \_\_\_\_\_ DD.No. \_\_\_\_\_

Dt \_\_\_\_\_ Amount of Rs.20,000/-

Whether compliance report submitted for the academic year 2019-2020 Yes / No

| Sl. No.   | Particulars  | Facts                   |
|---|--|-------------------------|
| <b>I. General Information about the college</b> |  |                         |
| 1   | Name of the College<br>And code given by the NCTE/RCI  |                         |
| 2   | College Address  |                         |
| 3   | Mobile/Telephone no. with Std. Code  |                         |
| 4   | Name, address & Tel. No. (with Std. Code)<br>of the Secretary / Correspondent and<br>Principal |                         |
|   | a) Landline no.  |                         |
|   | b) Mobile no.  |                         |
|   | c) Mail ID   |                         |
|   | d) Whether the College is accredited by<br>NAAC  | Yes/No<br>If Yes, Grade |
| 5   | Date, Month & Year of establishment  |                         |
| 6   | Current programmes offered by the<br>institution   |                         |
|   | 1.   |                         |
|   | 2.   |                         |
|   | 3.   |                         |

**Signature of the Principal**

**Signature of the Secretary and Correspondent with seal**

**Note: Please enclose details in separate sheet wherever it is required**

|                          |  |  |
|--------------------------|--|--|
| 7                        | Address as per the NCTE/RCI recognition certificate  |  |
| 8                        | Copy of the CD submitted to the NCTE and photograph of the College Building  |  |
| 9                        | (a). Whether the College is running in the building, shown to the NCTE/RCI & to the earlier inspection committees of OU.   |  |
|                          | (b). If no, whether permission has been obtained for shifting the premises.  |  |
| 10                       | Whether there are other Courses offered in the same building. If so, kindly furnish details  |  |
| 11                       | If minority – status of minority certificate, order no. and date (Enclose a copy)  |  |
| <b>SOCIETY DETAILS :</b> |  |  |
| 12                       | Under which revenue division the society has been accorded permission for establishing the college   |  |
| 13                       | In which revenue division is the college functioning at present?   |  |
| 14                       | Society Registration No. and Date  |  |
| 15                       | Names of the office bearers of the society<br>(Provide a list with address/ tel.no./ age/etc)  |  |
| 16                       | Registered Byelaws of the society<br>(Please enclose a copy)   |  |
| 17                       | Are there any changes in the name and status of the society? (Pl. mention whether the society has undergone any changes since its inception / due to addition of new members / etc.) |  |

|  |  |
|--|--|
| 18   | <p><b>General Facilities:</b></p> <p>i) Principal Room ( )      ii) Number of Class Rooms ( )      iii) Seminar Hall ( )</p> <p>iv) Office Room ( )      v) Library/Reading room ( )      vi) Staff Room ( )</p> <p>vii) Girls Waiting Room ( )      viii) Drinking Water Facility ( )</p> <p>ix) Separate Toilets for Girls/Boys/Staff ( )      xi) Store Room ( )</p> <p>x) Separate Common room for Boys and Girls ( )      xii) Parking Space ( )</p> <p>xiii) Multipurpose play field ( )      xiv) Play ground ( )</p> <p>xv) Architectural Barrier free facilities ( )      xvi) Multipurpose Hall ( )</p> <p>xvii) Visitor's Room ( )      xviii) Canteen ( )</p>  |
| 19 ( a)  | <p>1. Each class room shall be equipped with LCD Projector, Smart Board, Internet Connection etc.</p> <p>2. Seminar Hall shall have proper furnishing and equipment such as LCD Projector, Smart Board, P A system and Executive chairs.</p> <p>3. Every Institute should have MOOCS facility Centre and Incubation Laboratory.</p>  |
| <b>II. Assets of the Institution / Society</b> |  |
| 20   | <p>Is the Building Plan approved by the competent authority? If Yes, please provide details</p> <p>a) Plinth area of the college building (in Sq.Mts)</p> <p>b) Nature of the building (RCC roof/Sheds)</p> <p>c) Room wise dimensions along with Floor wise details (in Sq. Mts)to be enclosed.</p> <p>d) Total plinth area available in the college (in Sq.Mts).</p> <p>e) Whether the College is running in single building or multiple buildings</p> <p>f) If running in more than one building No. of Buildings: (Copies to be enclosed)</p> <p>g) Any other courses/Colleges Functioning in the same premises (If yes details to be furnished along with the permission letter from the competent authority)</p> <p>(like Junior Colleges, Diet College etc)</p> |

**Signature of the Principal**

**Signature of the Secretary and Correspondent with seal**

**Note: Please enclose details in separate sheet wherever it is required**

| 21                                  | <p><b>Laboratory Facilities (B.Ed/M.Ed):</b><br/> <b>Curriculum Lab</b></p> <p>i) Natural Science Lab : Available/Not Available<br/> ii) Mathematics Lab : Available/Not Available<br/> ii) Social Studies Lab : Available/Not Available<br/> iii) Psychology Lab : Available/Not Available<br/> Art and Craft Resource Centre : Available/Not Available<br/> Health and Physical Education Resource Centre (including yoga education) : Available/Not Available<br/> iv) ICT Resource Centre : Available/Not Available<br/> vi) Language Lab : Available/Not Available</p>   |  |                        |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
|-------------------------------------|---|--|------------------------|------------------|---------------------------|-----------------------|-----------------------|-----------------------------|-----------|----------------------|-----------|--------------------------|------------------|--|--|---------------------------|--|--|--|-------------------------------------|--|--|--|----------------------|--|--|--|
| 22                                  | <p><b>Laboratory Facilities (B.PEd/D.PEd):</b></p> <p>i) Educational Technology Lab : Available /Not Available<br/> ii) Anatomy, Physiology &amp; Health Education Lab : Available /Not Available<br/> iii) Human performance ( Exercise Physiology) Lab : Available /Not Available<br/> iv) Physiotherapy, Athletic Care and Rehabilitation Lab : Available /Not Available<br/> v) Sports Psychology Lab : Available /Not Available</p> <p><b><u>Equipments :</u></b></p> <table border="1" data-bbox="251 940 1421 1384"> <thead> <tr> <th>Equipment</th> <th>Available / Not available</th> <th>Adequate / Inadequate</th> <th>Equipment to be added</th> </tr> </thead> <tbody> <tr> <td>Sports and field equipments</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Athletic event equipment</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sports and games material</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Equipment for indigenous activities</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gymnastics Apparatus</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |  |                        | Equipment        | Available / Not available | Adequate / Inadequate | Equipment to be added | Sports and field equipments |           |                      |           | Athletic event equipment |                  |  |  | Sports and games material |  |  |  | Equipment for indigenous activities |  |  |  | Gymnastics Apparatus |  |  |  |
| Equipment                           | Available / Not available   | Adequate / Inadequate  | Equipment to be added  |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| Sports and field equipments         |   |  |                        |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| Athletic event equipment            |   |  |                        |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| Sports and games material           |   |  |                        |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| Equipment for indigenous activities |   |  |                        |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| Gymnastics Apparatus                |   |  |                        |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| 23                                  | <p><b>Library Facilities:</b></p> <table border="1" data-bbox="251 1478 1453 1626"> <thead> <tr> <th colspan="2">No. of titles</th> <th colspan="2">No. of volumes</th> <th>Amount spent</th> </tr> <tr> <th>Total No.</th> <th>Added during 2018-19</th> <th>Total No.</th> <th>Added during 2019-2020</th> <th>During 2019-2020</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>  |  |                        | No. of titles    |                           | No. of volumes        |                       | Amount spent                | Total No. | Added during 2018-19 | Total No. | Added during 2019-2020   | During 2019-2020 |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| No. of titles                       |   | No. of volumes   |                        | Amount spent     |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| Total No.                           | Added during 2018-19  | Total No.  | Added during 2019-2020 | During 2019-2020 |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
|                                     |   |  |                        |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |
| 24                                  | <p>Details of salary paid. Acquittance Register to be produced.</p> <p>Enclose Bank Statement</p>   | <p>Maximum Salary/<br/>Minimum Salary paid</p> <p>Paid through Cheque/Cash</p> |                        |                  |                           |                       |                       |                             |           |                      |           |                          |                  |  |  |                           |  |  |  |                                     |  |  |  |                      |  |  |  |

| <b>III. Governing Body of the Society / College</b> |   |
|---|---|
| 25a.  | University nominee on the <b>Governing Body of the college</b> (provide name /address / designation / period of tenure details) |
| b.  | <b>Governing Body meetings</b> conducted so far with dates / schedule (Enclose a copy of minutes of the meeting)                |
| c.  | University nominee on the <b>Selection Committee</b> (provide name/ address / designation / period of tenure details)           |
| 26  | Univ. Nominee as Subject Expert (provide name/ address / designation / period of tenure details)                                |
| 27  | Time table indicating papers, teachers and project wise   |
| 28  | Parent teacher association  |
| 29  | Alumni association of the College   |
| 30  | Steps taken for free from architectural barrier.  |
| 31  | No. of staff council and student council meetings(enclose a copy of the minutes)  |
| 32  | Does the institution taken extension and community participation programme (provide details)                                    |
| 33  | Audit report for the financial year 2018-19 (copy to be enclosed)   |

**34.** Whether the College has provided the safeguard against fire hazard in all parts of the Building.

**35.** Whether the College has taken appropriate measures for prevention of ragging in any form, in the light of directions of Supreme Court of India.  
(Enclose the copy of the Committee constituted)

**36.** Whether the College has uploaded the faculty information in the University website [www.osmania.ac.in](http://www.osmania.ac.in) as per the Circular issued by this Office No.104-MR/H/2011-12/Acad/IV, Dt 24-02-2012 (Enclose the copy of the same)

**Signature of the Principal**

**Signature of the Secretary and Correspondent with seal**

**Note: Please enclose details in separate sheet wherever it is required**





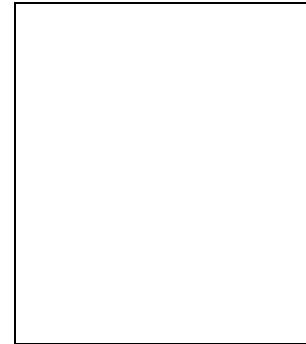
37. List of the teaching staff for the year 2018-19.

| Sl.No. | Name of the Teacher/Designation | Date of Birth | Methodology | Qualification | Univ. where studied | Division & percentage | Experience | Nature of appointment          |            | Aadhar & PAN No. |
|--------|---------------------------------|---------------|-------------|---------------|---------------------|-----------------------|------------|--------------------------------|------------|------------------|
|        |                                 |               |             |               |                     |                       |            | Through OU Selection Committee | Management |                  |
| 1.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 2.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 3.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 4.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 5.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 6.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 7.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 8.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 9.     |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 10.    |                                 |               |             |               |                     |                       |            |                                |            |                  |
| 11.    |                                 |               |             |               |                     |                       |            |                                |            |                  |

**B.Ed : For a unit of 50 students Faculty required is 8 (1+7); For two units (50 + 50) students Faculty required is 16 (1+15).**

**M.Ed : For a unit of 50 students Faculty required is 10 (2+2+6).**

38. Furnish the details of faculty position for the year 2018-2019 submitted to the NCTE (Copy to be enclosed)



**UNDERTAKING**

I, Mr.Mrs \_\_\_\_\_

S/o /D/o/W/o \_  
\_\_\_\_\_

Hereby declare that I am working as a Principal/Lecturer in \_\_\_\_\_College of Education  
\_\_\_\_\_

I am not working in any other Government/. Private Institution(s) even on part-time basis. If the present information/declaration of mine is proved to be false, I am liable for any legal/administrative/disciplinary action as per norms. Further, I will continue my services in the above institution for the academic year \_\_\_\_\_

Name :

Signature

Date:

COUNTERSIGNED  
Secretary/Correspondent & Principal

39

**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 running B.Ed/M.Ed/ D.PEd/B.PEd/ Spl.Edn college as per the NCTE/RCI/OU norms*

**Signature of the Principal****Signature of the Secretary and Correspondent with seal**