



**OSMANIA UNIVERSITY  
HYDERABAD - 500 007**

No.287/H/MCA/2020-2021/Acad.IV-1

Dated: 17-06-2020

To  
The Secretaries/Principals of all the  
Affiliated Colleges of Osmania University  
offering MCA Course.

Sub: - Affiliation – Affiliated Colleges – Inspection for considering grant  
of extension of provisional affiliation to offer MCA Course for the  
academic year 2020-2021 – Reg.

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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 MCA Course for the academic year 2020-2021, for considering grant of extension of provisional affiliation to the College to offer MCA Course for the academic year 2020-2021. Kindly note that Inspection Committee would be verifying all the requirements as per AICTE Process Hand Book for the year 2020-2021. 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 Hand Book for the year 2020-2021) for the academic year 2020-2021.

The management of the College is therefore directed to submit the filled in application form placed on the University Website with all necessary documents as mentioned in the Annexure 'A', along with the prescribed fee of Rs.20,000/- through a Demand Draft in favour of the "Registrar, Osmania University" on any nationalized bank on or before 06-07-2020 towards Inspection and Processing Fee for the academic year 2020-2021. The application form may be downloaded from the University website [www.osmania.ac.in](http://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,

DEPUTY REGISTRAR  
(Academic)

Copy to:

1. The Dean, Faculty of Informatics, OU.
2. The Director, Directorate of Academic Audit, 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. a. AICTE permission / renewal for the year 2019-2020 & 2020-2021.  
b. PCI permission / renewal for the year 2019-2020 & 2020-2021.
5. State Government permission for the year 2019-2020 & 2020-2021.
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.



OSMANI A UNIVESITY  
HYDERABAD-500 007

**APPLICATION FOR GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER MCA  
COURSE FOR THE ACADEMIC YEAR 2020-2021**

College Name: \_\_\_\_\_ College Code: \_\_\_\_\_

Course \_\_\_\_\_ Intake: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

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 Phone Nos. E-mail ID		
3.	Name of the Secretary / Correspondent with Telephone No.		
4	a) Name of the Principal and		
	b) Photo		
	c) Qualifications		
	d) Whether appointed through OU Selection Committee.		
	e)Date of birth:		
	f) Mobile No. : E-mail ID: Aadhar Card number: PAN Card number: Bank Account number:		
5	Nature of accommodation (Ownership/Lease deed)	Document Nos. Own	
6	Land Area Details	Actual Land Area	Expected Land Area
7	Year of Establishment		
8	Any other Courses run by the College	S. No.	Course(s)
		1	Intake
		2	
		3	
		4	

Note: All the requirements shall be as per AICTE Process Hand Book for the  
year 2020-2021

9.	AICTE permission letter No. & Date for the year 2019-2020 & 2020-2021	
10.	State Govt. G.O. No. & Date for the year 2019-2020 & 2020-2021	
11.	OU Affiliation Order No. & Date for the year 2020-2021	
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 University 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 2019-2020 with University nominee. – Please mention the dates.	
17	Working Hours of the College	
18	Work load statement Teacher-wise (to be enclosed)	
19.	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),	
20	Whether revised pay scales of VI Pay Commission are paid to the staff.	Yes / No
21	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid  Paid through Cheque: - Name of the Bank & Branch

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

Course Details:

a)	Course - MCA		
b)	Year of Starting		
c)	Sanctioned Intake by AICTE		
d)	Permitted intake by the University		
Actual strength of students' year wise:			
No. of Students on rolls	I year	II year	III year
MCA			

Mode of admission

Name of the Course	Sanctioned intake for first year	First Year students admitted under		
		Convener Quota	Management Quota	Minority (SW-II / III)

Faculty Details: M.C.A.

Faculty required - (Teacher Student Ratio) – 1:20  
 Cadre Ratio - (Professor : Associate Professor : Assistant Professor) – 1:2:5  
 (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	1			
Associate Professors	2			
Assistant Professors	5			
Total:	8			

\*\* for a student strength of 60

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

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
MCA						

**Note:** All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

Accommodation Details:		
Particulars	Number	Area (Sq.m) of each
Class Rooms WITH PROJECTOR		
Tutorial Rooms		
Seminar Hall with PROJECTOR		
Laboratories with PROJECTORS		
SMART BOARD		

Computer Lab.						
S. No.	MCA Computer Lab.	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)		Batch Size
1				I Semester	II Semester	
2						

Computational Facilities: (Please refer the AICTE norms of 2019-2020) 1:4		
Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Software		
Network components (LAN / WAN)		
Internet Bandwidth		
Printers / Other equipment		
Arrangement for NPTEL/SWAYAM etc., shall be made available.		

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.

LIBRARY:- All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.	
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 2019-2020	
Subscribed International and National Journals during the year 2019-2020	
Total Amount Spent on Books during the year 2019-2020	
Volumes (during the year 2019-2020)	
Titles (during the year 2019-2020)	
Reading Room capacity	
Desktops	
E-Journals	
Delnet Membership Details	
Membership of National Digital Library	

**Note:** All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021.



Administrative Area: Please refer to AICTE Process Hand Book for the year 2020-2021.	
Particulars	Area (in Sq.m)
Principal/Director Office	
Administrative Office	
Examinations Control Office	
Placement Office	
Central Stores	
Security	
Staff Room	
Sports Room	
Amenities: Please refer to AICTE Process Hand Book for the year 2020-2021.	
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....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 Attendance for Staff & Students	
CCTV to be installed in the appropriate locations within the premises	
Permanent name board of the college be displayed (enclose photograph of the College building)	

Results Analysis (Year wise- Pass Percentage 2019-2020)			
Course	I year	II year	III year
MCA			
Placements:			
Name of the Company (2016-2017 to 2019-2020)		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			

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 2019-2020 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 Hand Book for the year 2020-2021.

Signature of the  
Secretary/Correspondent  
Name:  
Date:

Signature of the Principal  
Name:  
Date: